


NATIONAL EDUCATIONAL SECRETARY



SPRING, 1956

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NATIONAL EDUCATIONAL SECRETARY

The National Association of Educational Secretaries

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices

VOLUME 21—NUMBER 3

SPRING, 1956

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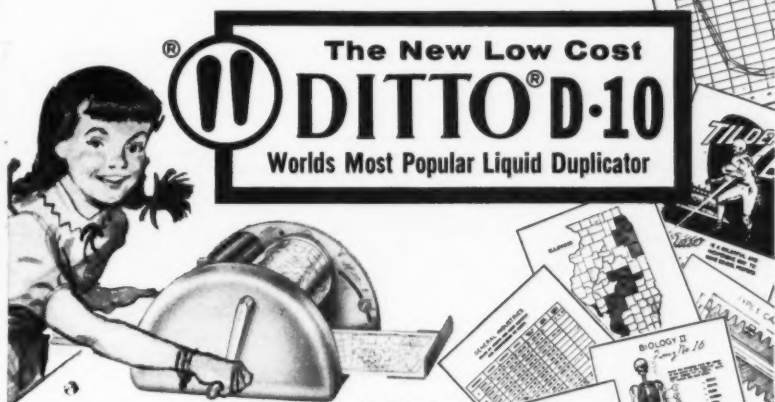
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the PRESIDENT'S MESSAGE

In these closing weeks of another school year and professional association activity year, I should like to suggest that we focus our attention on some possible answers to the six questions I raised with you in my message in the Winter issue of our magazine.

A number of you are making plans to attend the Convention in Los Angeles and one of the four Institutes scheduled for this summer. At the Convention and Institutes, committees, officers, and special seminar groups will be working, thinking, and making decisions on programs and projects—not only for next year but for several years to come. Won't you bring with you, or send to us if you cannot attend, your suggestions for:

1. defining and listing what should be the accomplishments and purposes of our Association
2. surveys, studies, or publications which the Association should undertake in order to help our membership organize and streamline their day-by-day jobs
3. methods and areas in which to expand secretarial services in our school systems in order to serve more adequately the classroom teachers, counselors, and administrators
4. recruiting more educational secretaries
5. techniques through which we might give to others the vision and enthusiasm for our jobs which we enjoy
6. specific items for inclusion in our Public Relations publication so that it will make a constructive impression on our public

If we can get blueprints on the drawing board for the above items, and take our first Association stand on Standards for Educational Secretaries, NANCY may well be proud of her first year as a mature member of the educational team. Unless as an Association, and as individuals within that Association, we constantly learn and improve, we will find ourselves on a treadmill of mediocrity. The opportunities knocking on our many doors today are not the kind to be met and answered with mediocrity; they can be met only with our best intellectual efforts, with bold and positive action growing out of careful study and analysis.

"An organization exists only through the personalities and interactions of the individuals in it—they give it its philosophy and characteristics." Our NAES, from its very beginnings, has been characterized by an optimistic, positive, and onward-moving philosophy. Among the traits exemplified at all times by its leaders have been those of cooperation, friendliness, a spirit and attitude of service, and a willingness to recognize the contribution of each individual. Certainly as I near the end of my term as president, I want to acknowledge my indebtedness to all those officers and board members who preceded me and made my contributions possible. To every NAES member and each committee worker, officer, and board member goes my deep and abiding appreciation for the joyous experiences you have made possible for me during these past two years. I am anticipating a continuation of pleasant contacts and working opportunities as the junior past president of your executive board.

Martha S. Luck

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THE EDITORS' PAGE

The 1955-56 school year of opportunities is about at an end. Have you looked at your slate recently—the slate upon which are recorded the things you have accomplished with the opportunities you have had during this school year?

Why not, right now, do this job of introspection? Weigh what you have done, the service you have given, the growth you have made against the opportunities you were given for these accomplishments. If you are not entirely satisfied with the record, be glad that you still have a few weeks left in which to catch up.

Are you one of the fortunate school secretaries who has the assistance of alert, eager, willing students? In spite of their seeming sophistication, most students, even at the high-school and college level, still regard an opportunity to work in the school office as something 'special.' No doubt, it gives them status in the eyes of their fellow-students. It gives them the recognition they need and seek.

In accepting the help of these fine young people, do you accept, also, the responsibility of helping them to profit from their office experience? Are you giving a good example of fine workmanship, willing attitude, and generous thinking about other members of the staff? Are you setting the pattern which will make for the success and happiness of these students in the years ahead?

Let your student typists know what your standards are and let them know, too, that you cannot accept less. Let them know that a poor letter, bulletin, or manuscript brings criticism upon the school. Let them know that they are representatives of the school now, just as later they will be representatives of the firms for whom they work. Be thorough in your inspection of the work of your assistants. You do them a disservice in letting errors 'get by.' Point out to them better ways to do a job. Take the time to discuss errors. Show them the difference between errors which stem from carelessness and those which stem from ignorance. In your desire, and need, to get work done, do not lose sight of the fact that you have a teaching responsibility toward the pupils who are working with you.

Many employers put 'attitude toward the job' at the top of their list of desirable traits they seek in employees. Attitudes are taught by demonstration, by example. They are copied by young workers from older workers. Thus you, who have student helpers, have a very real responsibility, as well as an opportunity, to instill acceptable attitudes in your young workers. Be willing to undertake extra jobs to help others in your organization. Be enthusiastic about your job. Be dedicated to turning out accurate, acceptable work. Don't let pressures ruffle you. Listen carefully to criticism and accept it graciously. Don't be ready to defend yourself. Perhaps the criticism is really justified. Perhaps you aren't 'just perfect.' Use the criticism for your own personal and professional growth. You might profit by it. And your student helpers will realize that you, too, are human.

Be loyal to your organization. If you find yourself being critical of someone on the staff, actively seek to find something good and constructive to improve your opinion of that person. You can be pretty sure that the good is there, you just haven't yet found it. Your philosophy of generous thinking will be noticed by your student helpers and it might become a part of the philosophy of life they are subconsciously building for themselves.

If you, by precept and example, have increased the stature of just one of the persons with whom you have come in contact, then you can consider your record on your 1955-56 slate a satisfying one. You can know that you have made worthwhile accomplishments with opportunities you have been given.

But, your opportunities are still not at an end. They keep coming your way. NAES, in conjunction with four different universities, is presenting you with four more institutes for educational secretaries this summer. For further ease in fitting them into your individual schedules, these institutes are offered at four different times in the summer and at four widely separated places.

Again we remind you, opportunity knocks not once or twice but many, many times. And, it isn't the opportunity that counts, it is what you do with it.

With this final issue of the 1955-56 year, go our best wishes to each and every one of you for more and more opportunities eagerly accepted and wisely used.

Marie and Lola

ABOUT OUR AUTHORS

ROBERT L. JONES has his B. S. degree from the University of Massachusetts and his M. S. from the University of Rhode Island. A bio-chemist in the pharmaceutical industry since 1928, he was formerly associated with Frederick Stearnes and Company of Detroit. He has been with Abbott Laboratories in North Chicago, Illinois, since 1935. In 1952, he was the recipient of the Abbott Research Award.

Mr. Jones has been a civic and church leader in the Waukegan and North Chicago community for the past twenty years. In addition to his many interests with his fine family, schools, the Boy Scouts, and his church have been his major 'leisure time' activities. He was a member of the Waukegan Township High School Board of Education from 1945 to 1954 and was president from 1952 to 1954. He was president of the Oak Plains Council of the Boy Scouts of America from 1944 to 1950 and received their Silver Beaver Award in 1948.

At the present time he is president of the Board of the First Methodist Church of Waukegan DeMolay in 1953 awarded him the Honorary Legion of Honor. He serves now as a member of the Board of the Lake County Crippled Children's Clinic and of the Happy Day Nursery.

In his article, Education Is Your Business, Mr. Jones points out areas in which each of us should be especially alert to our business of education.

ELIZABETH RAE MELSON, Associate Professor of Business Education, holds an M. A. degree from the State University of Iowa, has taught in high schools, colleges, an exclusive girls' school, the emergency clerical program of the U. S. Army Air Forces, and the Universities of Iowa, Wisconsin, and Illinois. In the business field, she has been a payroll clerk and secretary in a manufacturing concern, secretary to a college president, to three college deans, and to the manager of one of the larger teachers' agencies. She has served both as assistant and acting college registrar.

For two years, she worked in the Job Training Program of a well known insurance company, visiting the Company's offices throughout the country giving demonstration lessons and acting as consultant for the Company's clerical and machine skill training program.

ABOUT OUR AUTHORS

Since coming to the University of Illinois, she has taught Office Equipment, methods courses in skill subjects, a course in Effective Secretarial Practices to University seniors, and does as much consulting work for nearby firms as time permits.

She is a member of Delta Pi Epsilon, honorary fraternity for business teachers, the National Office Management Association, United Business Education Association, Illinois Vocational Association, Illinois Business Education Association, National Association of Educational Secretaries, National Secretaries Association, American Business Writing Association.

EMMA G. CASTNER, chairman of the centennial planning committee, and the other members of the committee are working on plans for the participation of our department in the NEA Centennial Celebration during the year 1957. Emma is secretary to Mr. Leon O. Fisher, superintendent of schools, Washington, N. J., and has had experience in an elementary school office and a high school office. She has completed several educational courses at the Rutgers University summer sessions and through extension course services.

In addition to being the junior past president of NAES, she has been recording secretary of NAES for two years and served on many NAES committees. In her home state Emma was NJASS president, vice-president, member of the executive board and also served on numerous committees. She has attended nine NAES-sponsored institutes, including the first one at Columbia University. Even though busy on the home front, she gives time to being a consultant or leader for many county and local educational secretaries institutes in her area.

Emma has helped with the organizing of both the Connecticut Association of Educational Secretaries and the New York State Association of Educational Secretaries.

Currently she is secretary-treasurer of the Warren County Welfare Council, a county organization which has been instrumental in setting up valuable welfare services for her county.

Travel, match cover collecting, penny collection are among her hobbies.

CHARLOTTE PARR is secretary to the superintendent of the Eugene, Oregon public schools. Her office in the new Administration Building is a beehive of activity which she keeps running smoothly. Her present association activities include the presidency of the Oregon Association of Educational Secretaries, recording secretary of NAES and chairman of the Institute Committee. She is also a member of the NAES Budget Committee and the Centennial Celebration Committee.

Next to Martha Luck, Charlotte is the 'rovingest' of our NAES Executive Board members. She has, this year, attended local, state, and national meetings from Washington State to California and in Washington, D. C., Wichita, Kansas, and Portland, Oregon.

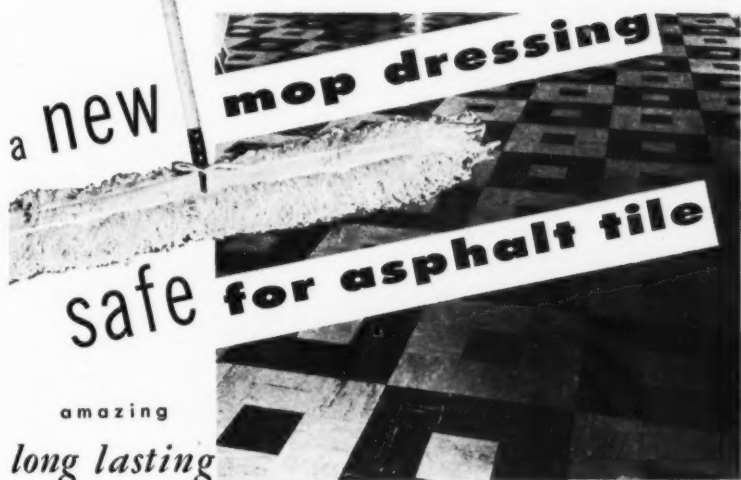
Charlotte's library of 35 mm. slides, taken at many NAES conventions and institutes, are precious records of many happy and profitable days.

In getting you first-hand information about the 1956 Institutes, she sought out the persons who are heading up the sessions in the several universities. Her article is a composite of their thinking about what you can gain by attending the 1956 Institutes.

PHOEBE BELL holds forth at the Newton Technical-Vocational High School in Newtonville, Massachusetts. She is a member of the Executive Board of NAES.

As chairman of the Regional Conferences Committee she has the responsibility for choosing the locations, selecting the committees, and assisting with the programs of these important National meetings which are held during the school year. These meetings serve to bring NAES closer to educational secretaries who, because of greater distance and limited time, cannot get to the annual convention during the summer.

Phoebe, too, is a camera fan who is kept busy 'snapping' friends and places on her journeys to National conventions. Reading and gardening also occupy her 'leisure' time.



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Program of the Twenty-Second Annual Convention

NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

(A Department of the National Education Association)

July 20 - 22, 1956

Hotel Mayfair
Los Angeles, California

GENERAL PROGRAM

Friday, July 20

- | | | |
|-----------|--|-------------|
| 5:00 P.M. | Registration | Room 228 |
| 8:00 P.M. | Open House | Vanity Fair |
| | Hostesses: Association of Educational Office Employees
of the Los Angeles City School Districts | |
| | Receiving Line: Presidents of Affiliated Associations | |

Saturday, July 21

- | | | |
|------------|---|--------------|
| 8:00 A.M. | Registration | Room 228 |
| 9:30 A.M. | General Session | Rainbow Room |
| | Greetings: President, Association of Educational Office
Employees of the Los Angeles City School Districts | |
| | Welcome: Claude L. Reeves, Superintendent,
Los Angeles City Schools | |
| 10:00 A.M. | Advisory Council Meeting | Vanity Fair |
| | Presiding: Rachel Maynard, Chairman | |
| 10:00 A.M. | General Session for Those Not Attending
Advisory Council Meeting | Rainbow Room |
| | NANCY NATIONAL IS PROFESSIONAL | |
| | Comments by Martha S. Luck | |
| | Clinic Discussion by Members | |
| 12:15 P.M. | Lunch | |
| 2:00 P.M. | Annual Business Meeting
(Admission by membership card) | Rainbow Room |
| 6:00 P.M. | Convention Banquet | |
| | Speaker: Bruce Findlay, Associate Superintendent
Los Angeles City Schools | |
| | Parade of Nancy's Cousins | |

Sunday, July 22

- | | | |
|-----------|--|--------------|
| 7:30 A.M. | Poppy Breakfast (Rev. Robert Richards) | Rainbow Room |
| 9:00 A.M. | Laguna All-Day Trip | |



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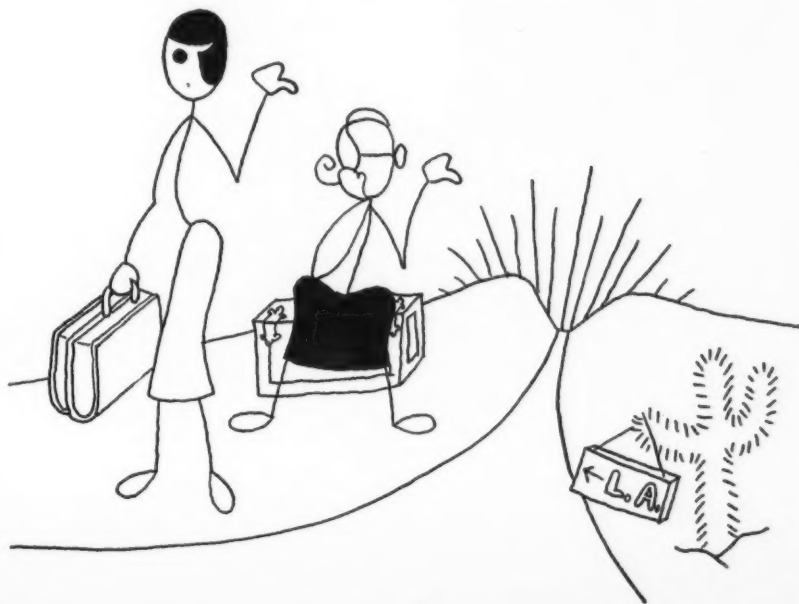
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EDUCATION IS YOUR BUSINESS

By

ROBERT L. JONES

Former President of the Board of Education
Waukegan Township High School
Waukegan, Illinois



The tenor of the news brought to us via TV, radio and the newspaper indicates that we are more interested in *destruction* than in *construction*; that we worry more about things relatively far removed from us than about events close at hand; that the significance of forces which stabilize the present and mold the future is too often lost in the relative insignificance of our daily treadmill existence.

This pattern of thought breeds a lethargy, an indifference, which is damaging. Charles F. Kettering has said that we ought to spend more time worrying about the future than about the past because we are all going to spend the rest of our lives in it. Let us project our thinking into that future and to the consideration of factors therein which are more vital and closer to us than we realize.

The greatest constructive force, closest to every one of us, with the greatest potentialities, is Education. EDUCATION

IS YOUR BUSINESS. Stated very simply, education is training boys and girls to become good citizens. It is the process of creating in students the desire to make the most of their opportunities, the will to live clean and honorable lives, the ability to adjust themselves to their surroundings, the urge to be the best of whatever they are.

On the basis of this liberal definition, *EDUCATION IS YOUR BUSINESS* first because you are American citizens and public education and the American way of life have grown up together. They are inseparable. Freedom to learn and to apply that knowledge is a fundamental tenet of Democracy. Out of it have come freedom to worship and freedom to live your own life with due regard to the rights of others. These concepts go back to the beginning of this nation. The first public high school in America was established in 1821. The first high school in Illinois was built in 1856 in Chicago. In 1872 in Kalamazoo, Michigan, the right to use public tax money for the support of education was established by a famous court decision.

We have gone much further than that in recent years. Not only are the doors of our public schools open today to children of all races, colors, creeds, to rich and poor alike; but attendance has been made compulsory up to sixteen years of age. Furthermore, we have entered upon a program of special education for the handicapped. Students with physical and other handicaps are no longer forgotten. In the field of adult education we have late afternoon and evening classes geared to the needs of the community. Home study courses are provided through correspondence study, at the high school and college level, by many of our universities. Most anyone, anywhere, who wants to learn, has an opportunity to do so. There is no aristocracy of learning in America.

Because education touches the lives of all of you directly or indirectly, and because you enjoy its benefits, it is your business in a very direct way. The comforts and conveniences of your homes, the facilities of modern communication, the relative luxuries of transportation—indeed the very freedom and security

which surround us are ours as the fruits of our system of public education. It has contributed to the dignity of the individual and to our progress as a nation.

EDUCATION IS YOUR BUSINESS also because it costs you something on a national and local level. Through your Board of Education you spend from local taxes. You, the citizens and taxpayers of the communities, run the schools. In individual communities all over the United States the citizens own and manage their schools. This grass-roots way is the right way, for it assures the continuation of our American heritage of local control of our public schools.

Here, too, **EDUCATION IS YOUR BUSINESS**: because control is vested in you, the citizens of the communities. You control it very definitely because you elect the Board of Education or you elect the officials who, in turn, select the members of the Board of Education. The Board, then, chooses the administrators, the teachers, and is responsible for the overall efficiency and policies of the school. Boards attempt to accomplish the greatest good for the greatest number, keeping in mind that their responsibility is to the taxpayers, students, and teachers. That responsibility they conscientiously accept.

But it must always be borne in mind that education, communitywise, is not a one-way street. It is a cooperative venture in which the support and understanding of parents, and the background of good home relationships, looms ever larger in our "suped up" world. The Board, the administration, or the teachers, cannot be expected to police the after-school activities of the students off the school property. Nor can they interfere in home life and parental influence. It is always so easy to point the finger of suspicion at the school, to criticize the teacher, or to blame administrative laxity when youth seems to step out of line. How many of those who criticize the youth of today and hasten to circulate unsubstantiated stories regarding sex, dope, drinking, or other inordinancies, ever look first at the primary origin of these troubles — the home? The school can be involved only when conditions at school lead to such developments. In spite of all you may have heard, schools have been vigilant in this connection.

Thus, we arrive at basic considerations of the present and the future, at a point wherein we hold our greatest stake in education. There is a service which we can and must render if our public schools are to be kept public and free and in tune

with the traditions of America and things American. That service is the art of selling the values of education to the community—the job of positive public relations. It is a function not only of Boards of Education but of each and every American.

The task we face here is not an easy one. There are enemies of public education abroad in America and, too often, we have let them steal the ball and score. I'm talking about those persons in every community who, perhaps unwittingly and unknowingly, are slowly but surely undermining the fabric of our educational system.

There is the individual who has seen his sons or daughters through the public schools at some expense and inconvenience to himself but, for whom the local schools ceased to exist the day his children graduated. He has no further interest in education for anyone else. He is callous, indifferent, and uninterested. This kind of person is more numerous than you think. Then, there is the tax-conscious citizen who thinks only in terms of what it costs him. He never analyzes, on a community level or in future potentialities, what he gets for what he pays. And he says, "What will this cost me?", when he should say, "What will it cost me not to have this?" These are the folks who find it so easy to believe that we are pyramiding educational costs by adding "fads" and "frills" to the curriculum.

Strange as it may seem, in what we like to term this enlightened U.S.A., there is a large segment of people who do not believe in the Brotherhood of Man. They cannot bear to think of Catholic and Protestant, Jew and Gentile, Colored and White, being educated together in an atmosphere of harmony and understanding. They preach Democracy for someone else but they cannot bring themselves to practice it. And, if you don't think you have them in your community, go out and solicit for the Community Chest sometime!

Persons in these categories form a fertile breeding ground for the activities of the other and greatest group of enemies of public education. These are the gossip mongers, the rumor spreaders, the individuals who are absolutely convinced the world is going straight to perdition on the feet of our youth. With complete disregard of facts and with no attempted verification they augment statements and whisperings from the club, the bridge table, and the luncheon meeting downtown. In all seasons they are in full cry.

I am not saying that there are no problem students in our schools, or no students who use poor judgment in their in-school and their after-school activities. You cannot daily assemble a school population representing many different national backgrounds and all types of home environment and lack of it, without some acting upon impulse. But, I submit to you that so long as we give lip service to unfounded rumors, we are degrading the character and integrity of our youth and of ourselves. And, we are undermining the very structure of public education in our communities. Further, it isn't fair, or sensible, to indict all boys and girls on the basis of what a very small per cent of the total number may do.

The status of a school, the value of a program and an institution, may be evaluated by the records of its graduates. In this connection, most schools need never offer any apologies. Many graduates of your local schools are in the professions, in business, in industry, right in your own communities. You know them; and you respect and admire them. The evidence is convincing that your schools are turning out men and women of ability, character, and integrity. They are living testimonials to the value of public education in your community, and in the nation. On this factual record is the answer to rumor and gossip. The record is good. We have to publicize it.

Today, more than ever before, the public needs to know and to appreciate certain situations. The graduates of our public schools are called to leadership in world conditions which they did not create. In meeting the challenge they are entitled to the protection of the truth and to commendation for the fine things they do rather than to condemnation for their shortcomings.

The last, and most important reason why **EDUCATION IS YOUR BUSINESS**, is this: it is your last opportunity *today* to exercise a measure of control over the kind of a world you will live in *tomorrow*. It is our outreach into the future. Everyday, at civic and service club meetings in cities and towns all over the country, there are gathered together men and women who represent businesses, industries, and professional contacts valued at many millions of dollars. That is a big potential. But the sum total of it all is microscopic when compared to the value, the power represented, by the boys and girls in your public school systems. To the one you can attach a price

tag, a definite value, the other is limitless, infinite, in its potential for future years. The boys and girls who are in our schools today are our investments in tomorrow. By continued positive understanding, appreciation, and encouragement, we can guarantee dividends on these investments and perpetuate our heritage as Americans.

In the future, as in the past, you may destroy the outward evidence of Communism, Nazism, and other inimical ideologies by atomic weapons, but you cannot destroy by brute force the state of mind on which they thrive and grow to challenge a free world. Ideas and ideals are still the greatest forces in building a good world. Public education is still the answer to the "isms" and controlled ignorance behind the corridors and iron curtains of Europe and Asia. Ideas and ideals go forward with the graduates of our schools. These schools are our first line of defense. Now and forever, this matter of **EDUCATION IS YOUR BUSINESS** and mine.

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PROFESSIONAL TRAINING FOR THE SCHOOL SECRETARY

By

ELIZABETH R. MELSON

Associate Professor of Business Education
University of Illinois

The proposed program of Standards for Educational Secretaries set up by Corinne Messenger and her committee has created much interest as shown by the inquiries received. Many questions have been asked concerning how to meet the qualifications, especially *how* to earn college credit when no time can be taken from one's job.

To receive college or university credit, a few preliminary steps are necessary. First, you must be admitted to the college. This is a formal step in which copies of the student's high school credentials are submitted to the school. Catalogs issued by the institutions list steps to take and specific requirements. The catalogs are available by request from the Registrar or Admissions Office. Usually, the admission requirements are satisfied by graduation with 15 or more units from an accredited high school. Some colleges and universities, however, specify certain subjects in which credit is required.

Also available in the college catalogs are descriptions of the content of courses offered as well as prerequisites for them. Necessarily, the descriptions are brief. Frequently the courses which are described in the catalog are those offered only on campus. For the secretary who cannot take leave from her job, other arrangements must be considered.

Of course, it is much easier to put aside responsibility and the nine-to-five job and go to school, take the regular classes, and participate in life of the college. More fun, too! But if you cannot do it that way, you can still receive college credit in organized, carefully planned courses. Sometimes one actually receives more benefit, applies the learning more effectively, when study is done while working "full time."

Let's examine some of the possibilities.

Institutes — A source of real pleasure and at the same time a chance to secure college credit are the Institutes held annually by the National Association of Educational Secretaries in various parts of the country. Those scheduled for the coming summer are noted elsewhere in

this issue of *The National Educational Secretary*.

Correspondence Courses — Recently, the National Secretaries Association through the impetus provided by the desire of its members to take the examination for the CPS (Certified Professional Secretary) certificate has been instrumental in encouraging universities to provide correspondence courses of especial interest to secretaries — courses of college caliber written to conform to the viewpoint and needs of secretaries. Enrollment is not confined to members of that organization, and the content of the courses is applicable to all secretaries.

While the number of these new credit courses available by correspondence is not extensive as yet, and while the number of schools offering them is limited, such courses are available. (The University of Illinois offers them; doubtless other schools offer them, or will.) Courses in such subjects as acquiring and improving shorthand and transcription skills, secretarial practices, accounting procedures, etc., are among those offered and can be very helpful.

In addition, many university extension divisions offer courses which are attractive and helpful to educational secretaries, although originally planned for people in other fields. Courses in this group include the writing (composing) of effective business letters, office management, personnel administration, psychology, school administration, many other education courses, literature, economics, statistics, report writing, speech, etc.

Correspondence study is very flexible. It permits adaptation to the student's available time and opportunities. The course can be laid aside briefly during periods of peak loads in the office and periods of greater family responsibility or illness, then resumed under more favorable circumstances. Actually, this flexibility can be a hazard, since self-discipline is required not to permit other, seemingly more pressing deadlines to interfere with early completion.

To discover which schools offer correspondence work, write to the Extension Division of your state university for announcements of courses offered. Ask that if the university does not offer such courses that any schools which do be suggested. Since universities vary greatly in this respect, an investment of stamps and letters to several universities will give the opportunity to compare offerings, costs and regulations.

Extramural Courses — Instruction offered for credit by the teachers of a college or university in the communities away from the campus on a regular basis is an attempt to bring opportunity to the employed adult. To be practical, the enrollment in such a class must reach a reasonable minimum. Because small communities have a limited number of secretaries, extramural courses attractive to them are infrequently set up. College and university officials recognize the need but have no way to know how much interest, real interest, exists.

Here is an excellent chance to exercise that initiative all secretaries are known to possess. A canvass (by mimeographed letter, if personal contact is not possible) or by telephone, announcement at school board and administrators' meetings with simple, easy instructions for reply, can uncover the amount of interest in your county—or within driving distance!

Perhaps schools differ as to the number of students required to hold such a class, but usually a group of fifteen will be taught. After the interest in such a class has been surveyed, the colleges in the area can be asked to provide such a course. While time will be required to check on interest, make contact with the university or college, and for the school to organize, find teachers, and get the course started, the rewards can be well worth the effort. Similar classes for teachers have been held for years and many educational secretaries have been alert to their opportunities to enroll in these classes.

Courses listed under correspondence work lend themselves to extramural study. In addition, other instructional areas of particular interest to the needs of the secretaries might be studied off campus. Speech, machine operation, advanced typing, records management and filing all lend themselves to such study.

Workshops — Either with or without the credit from a nearby college or university, workshops on Saturdays or at night at central locations are profitable. Usually a local church or cafeteria can arrange for a luncheon, space in the school building can be used for a meeting

place, and very practical instruction given in "know-how" in receptionist techniques, tricks in typing, duplication suggestions, telephone effectiveness, letter writing, filing, etc.

Again, the resourceful secretary, county or community organization of secretaries, must get the project under way. If such a project is not underwritten by the college or university, any instruction can be paid for by a registration fee, or if approached, many equipment companies will furnish such demonstrations.

Do not be discouraged if these workshops do not now exist, nor if credit is not allowed for them at the outset. Every year more workshops and on a greater variety of subjects are held. Increasingly, credit is given, but the progress toward credit is slow. Meantime, the participant is acquiring knowledge, abilities, and skills that can be immediately utilized and applied.

Discussion Groups — Just because no college credit is available is no reason why this very valuable method of securing vocational competence should be ignored.

Here is a kind of opportunity which can be most effective because it can be geared to the needs of the group, either with or without a teacher. Organized around a nucleus of a few experienced secretaries who can contribute from their maturity and experience, the group can secure a fresh viewpoint and energy from secretaries who have more recently entered the field. The leadership for each session can be rotated.

Sample subjects which might be studied are: Examination of books and magazines, secretarial handbooks, texts in secretarial practices, management, typing, etc. Many films, movies, filmstrips on such subjects as correct telephone usage, filing, typing, care of equipment, receptionist techniques, taking dictation, transcribing, duplication are available and very timely. Talks by school experts, representatives from school and state offices on records for income tax, retirement, social securities, and school activity funds are also appropriate. Doubtless other possibilities occur to you and will be suggested by members of the group.

Don't wait until a "package" course is planned for you. Don't delay until some college says to you, "We are thinking of offering a course for secretaries for credit in your backyard, won't you please enroll."

Get out your initiative; dust it off. Give it a little exercise. You are the one to benefit. You'll grow—and not sideways, either!

NANCY'S CHOICE FOR 1956

By

CHARLOTTE PARR

Institute Chairman



Already NANCY is studying the Institute brochures that are arriving on her desk from Fayetteville, Arkansas, Newark, Delaware, Austin, Texas, and Los Angeles, California. She is interested in knowing which program will meet her particular needs in view of the class program to be offered and the recreational facilities available.

It will be a difficult decision for NANCY as each Institute or Workshop program is planned with her professional improvement in mind. She may want to attend all four when she sees that each University has studied her professional needs from a slightly different viewpoint!

In the final analysis, NANCY will count the miles to be traveled, the pennies in her "piggy" bank, the number of days and the time of year she can best be spared from her important position in her educational office, and she will choose the Institute or Workshop whose program meets her need for professional growth.

NANCY knows that her decision will be a wise one, whether it is her first institute or her fifth, for she has polled the college administrators who have given of their leadership and cooperation in the planning and coordinating of the 1956 Institute programs. She asked each one what he thought an educational secretary would gain from the experience

of attending and participating in the Institute Program planned for his campus.

NANCY shares with you the results of this poll. She invites you to make your choice for 1956 and to meet with her in Texas and Arkansas in June, and in Delaware and California in July.

UNIVERSITY OF DELAWARE

JULY 9-13, 1956

There is a human tendency to regard one's group as the world in miniature and ourselves as the microcosm of the human race. True, there are strong links which unite all humankind. And yet those of us who have seen only our own towns, talked only with persons who hold our views, done things only our way tend to become set, caught in pot-holes on the broad highway of human experience.

Today few of us can say with Abraham Cowley, the 17th Century English poet, in "The Wish".

"Well then! I now do plainly see

This busy world and I shall ne'er agree."

No, we realize that we must agree with a very busy world, and be parts of it. But we can't be smoothly working parts unless we know more than a little about it.

What are the values for the educational secretary who attends the institute at the University of Delaware, July 9-13? Is there anything unique, exciting, stimulating? A look at the program may help us decide.

The General Sessions reveal a dean of education who says "Love is a Medicine"; a dramatist-editor-columnist who says that "Delaware is Different"; a news analyst who will take us behind the headlines; a woman publisher and a woman reviewer of a woman's best-seller. Here are varied personalities, novel ideas based on rich experiences.

The daily programs are also studded with topics and names to pique the curiosity and intellect. A popular psychologist talks daily on personality problems. (Who knows better than the educational secretary that these problems exist!) Your health and how to keep it concern a physician, a "microbe hunter" and a woman specialist in recreation and physical education. America's music, contemporary trends in theatre, and patterns of dancing team with discussions on wise

investment and spending. An industrialist points out some patterns of success. All this and more fill the work day.

You know, of course, that all work and no play make jack for Jill, but make Jill a dull girl. To prevent dullness, there is recreation. Visits to outstanding sites of beauty and historical interest are complemented with theatre, concerts, movies, lectures, and sports.

Now back to the question about values here for educational secretaries. Not business techniques nor skill training. Instead, there are open windows on the larger world, vistas of the ever broadening horizons of human hopes, interests, and abilities.

We invite you to Delaware.

—Mr. Gordon C. Godbey, Director
University Extension
University of Delaware
Newark, Delaware

UNIVERSITY OF ARKANSAS

JUNE 24-29, 1956

Not too long ago Education was thought of as something which a person acquired during a fixed period of time during which the student attended school and was "exposed" to the offering in a formal, pre-planned, traditional curriculum. When the student completed the prescribed courses he was through and only rarely, except in the case of students who were seeking advanced degrees, did the graduate return to school. Today, a phenomenon of our times is the constantly swelling hordes of mature men and women in all types of business, industries and the professions who are returning to college for brief, intensive refresher courses and, often, for a new look and new approaches to their jobs.

This new-type student has realized that people, busy on jobs in this rapidly changing society of ours, have little time for experimentation, research and individual self-improvement. In this attitude of mind these students have turned for help to the colleges and universities where research, experimentation and teaching are the everyday order of work, and where, through short, intensive periods of study, new ideas, new methods and new information may be obtained.

Exactly what do these students seek in returning to the colleges and the universities? In the general answer to this question may be found the answer to what the educational secretaries may obtain from attending and participating in an Institute for Educational Secretaries. Listing of

some important values or benefits is an easy task, but the importance of certain benefits varies from group to group and even among individuals in the same group. It appears that there are four broad aims or objectives which such students have in mind. These four aims are to:

1. Improve their vocational competence.
2. Broaden the base of their general, social and cultural understanding.
3. Acquire or enhance status for themselves and their group.
4. Recreate themselves through the recreational and social activities which are a part of the group activities.

The educational secretary is no longer just a girl who takes dictation, writes letters and maintains records and files. She has become a most important person in the complex job of administering the big business which education has become today. Often the secretary is the sinew of continuity and stability in the school administration office. Administrators come and go and, this fact, I think, singularly points up the importance of the educational secretary whether she be in the central office, a department secretary or a local school secretary. She must be prepared to do more than the routine things. She must understand school laws and regulations; she must be something of a psychologist and a public relations specialist for she must often deal with parents and a public that is at the moment critical or dissatisfied with what is or is not being done; she must often be an expert in personnel management for she frequently has the supervision of a considerable number of persons in the secretarial office; she must be constantly alert for new office methods, procedures and machines; and she must institute changes as rapidly as practicable to do so; she must also be a good business manager and stretch the all-too-scarce educational dollar to the utmost in buying and in conserving office equipment and supplies.

An institute can do much to professionalize and give deserved status to the job of an educational secretary. It can help her to see that her job is truly, vitally important and that it deserves status. The Institute at the University of Arkansas was planned with these things in mind.

—Mr. Guy W. Berry, Head,
Department of Conferences
and Institutes
University of Arkansas
Fayetteville, Arkansas

In order further to contribute to the stature of the educational secretary as a professional person, the University of California at Los Angeles has packed into the five days from the 23rd to the 27th of July a remarkable roster of courses for your selection.

Included as "tools of the trade" are courses designed to be of immediate applicability. Here are practical ways of adding to your vocabulary. Effective ways of compiling and presenting statistical information will be enumerated. A discussion will outline techniques and methods for compiling and indexing a handbook. Suggestions will be given on how to establish job standards and develop salary schedules for office personnel. The physical arrangement and furnishing of an office will be studied. Office personnel supervision and in-service training suggestions will be forthcoming. You will be shown new ideas, techniques and shortcuts to enable you to improve your accuracy and boost your speed on a manual or an electric typewriter. Methods will be developed for the creation, use, control, and disposal of all school and other educational office records.

To increase your ability to understand and to get along with students, teachers, parents, and administrators are courses in human relations, and the psychology of adolescent and childhood behavior. A course is planned to help you know the trends in education today. What are the greatest concerns of educational administrators? What is being done about school-community relationships? What are the schools doing to teach Johnny to read? These and other questions will be answered.

A production workshop will be concerned with the role of the educational secretary in promoting and maintaining good public relations for the school. Procedures for analyzing jobs, writing instructions and outlining policies will be considered in a section on techniques and methods for compiling and indexing an office handbook.

You will have an opportunity to learn a little about the romance of California and the richness of its history.

These and more courses will be offered

for your choosing. And, in addition, entertainment and adventuring to suit almost any fancy have been planned for your enjoyment.

California Hospitality, the Early California Manner, An Old Spanish Mission, Disneyland, are but a few of the many choices included on the fun part of the agenda for those who travel to the Far West to attend the Institute for Educational Secretaries at the University of California at Los Angeles.

Just say, "California Here I Come," and be on your way!

The Texas Work Conference of 1955 was such a fine success that the University of Texas immediately set up plans for a return engagement in 1956. Again secretaries will be delighted by the air-conditioned comfort they will find in Austin.

Classes are planned to give you more and better ways to accomplish the work of educational offices. Administrators and secretaries will discuss what is expected of each as members of the educational team, and how each can help the other to provide better education for the young people in our schools. A wider horizon will be brought you in which the whole panorama of education today can be studied and understood. Efforts made to provide the best possible training for the ever-increasing school population will be discussed.

There will be brush-up courses to increase your secretarial skills; speech classes to improve your speaking voice; and psychology lectures to lift your morale. A real effort is being made to provide for you the kind of program of self-improvement which you have indicated you want. Texas is proud to have a share in your efforts to increase your worth to your schools.

The lighter side of the Institute will be provided in a variety of diversions all aimed at making your week in Austin a never-to-be-forgotten experience deep in the warm, friendly heart of Texas.

Our lathstring will be out from June 18 to 22. Come to Texas for education and enjoyment.

NAES Luncheon Meeting During NEA Convention

NAES is participating in the National Education Association's 1956 Convention in Portland, Oregon, by having a luncheon meeting on Monday, July 2, at high noon in Berg's Chalet. Dr. Lyle W. Ashby, Assistant Executive Secretary for Educational Services, National Education Association, will be the headline speaker. Miss Charlotte L. Parr, Recording Secretary, NAES, will preside.

Secretaries from the Northwest have gone all-out in preparation for this luncheon meeting which promises to be a gala event. Every secretary who is in the area of Portland on July 2 is urged to attend. Bosses are also most cordially invited, whether or not their secretaries are present. If you cannot come, be sure to send your Boss anyway. Reservations should be sent to Mrs. Ira Rasmussen, 4329 S.E. Ivon Street, Portland, Oregon. Cost is a dollar seventy-five.

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SPRING REGIONAL CONFERENCES

By

PHOEBE BELL, Chairman

Regional Conference Committee

EAST

Washington, D. C.

March 16, 17 and 18, 1956

On Friday, March 16, at the Willard Hotel in Washington, D.C., 205 educational secretaries representing 14 States and the District of Columbia gathered for a weekend Regional Conference which opened with a reception in the Cabinet Room of the hotel at 8 p.m. Refreshments made by the pupils of the Burdick Vocational School were beautifully arranged for the buffet and served by the committee representing the Association of Educational Secretaries, Public Schools of the District of Columbia, and the Secretarial Association of the Public Schools of the District of Columbia.

Phoebe A. Bell, General Chairman, presided at the Saturday morning session in the Congressional Room. Dr. Hobart W. Corning, Superintendent of Schools of the District of Columbia, welcomed the group and brought greetings from Honorable Samuel Spencer, President of the Board of Commissioners. President Martha S. Luck spoke on "Blueprints—Past and Present" relating the accomplishments of the National Association to date and telling of future plans as drawn on our "Blueprint."

After the morning session the entire group visited the White House going into the section open to the public consisting of the entrance hall, the State Dining Room, the Red, Green and Blue Rooms, and the East Room.

The second general session opened at 2 p.m. with Louise H. Nelson, President Emeritus, presiding. Dr. Ward Stewart, Assistant United States Commissioner of Education, reported on the White House Conference on Education explaining how it was set up and the method of reporting and compiling the material. Dr. Stewart also said that a good many of the delegates have set up "Little White House Conferences" in their local communities. Mrs. Lucille N. Boyd, Training Branch, Personnel and Training Division, Internal Revenue Service, spoke on "The Role of the Secretary in



Communications" and gave a very interesting talk emphasizing the need for being concise in communications within the office in speaking and writing as well as in those sent out to the general public.

The Conference Dinner was held on Saturday evening in the Crystal Room of the hotel. Martha S. Luck, President, presided and presented certificates of honorary membership to Dr. Lyle W. Ashby and Dr. Frank W. Hubbard of the National Education Association in recognition of the help they have given to the National Association of Educational Secretaries particularly in preparing the publications—*File It Right* and *Blueprint for Action*. Dr. Harold A. Haynes, Deputy Superintendent of Schools, District of Columbia, gave the Invocation and a quartet from Dunbar High School rendered two selections—"Soldiers of Fortune" and "Wonderful Copenhagen." Dr. Norman J. Nelson, Deputy Superintendent of Schools, District of Columbia, introduced the guests at the head table. Dr. Margaret R. Pepper, Executive Assistant to the Superintendent of Schools, representing the public schools of the District of Columbia, extended greetings. Mark Evans, Radio and Television Personality at WTOP, District of Co-

lumbia, was the principal speaker, and told many stories of his experiences while traveling throughout the world meeting interesting and prominent people.

Sunday morning was spent on a tour of Washington, D.C. which took us to the Lee Mansion, Arlington National Cemetery, the Tomb of the Unknown Soldier, and the Lincoln and Jefferson Memorials, as well

as the public buildings and places of interest in the city.

Mrs. Burnes P. Jones, President, Association of Educational Secretaries, Public Schools of the District of Columbia and Mrs. Beulah F. Kidwell, President, Secretaries Association of the Public Schools of the District of Columbia, acted as co-chairmen of the conference.

MIDWEST

WICHITA, KANSAS

April 6, 7, 8, 1956

The Wichita Association of Educational Secretaries served as hostesses to the 69 registrants for the Open House. Represented in the guest list were secretaries from other parts of the state of Kansas, New York, Colorado, Oregon, and Illinois.

Opal Faulk, president of the Wichita Association, presided at the Opening Session on Saturday, April 7. Dr. Wade C. Fowler, Superintendent of Schools, welcomed the group; and Charlotte L. Parr, Recording Secretary of the National Association, responded.

Mr. Cliff Titus, Director of Personnel Training, Beech Aircraft, talked on the subject, "In the Air Age." Mr. Titus pointed out very graphically the responsibilities of education in this fast-moving air age.

Following a coffee break, the morning program was concluded with a panel discussion on the subject, "How Educational Secretaries Pay Their Way." Moderator for the panel was Miss Della Bates, Secretarial Training Instructor, University of Wichita. Participating in the panel were: Francis Jabara, Accounting Professor, University of Wichita; Phyllis Burgess, Counselor, Wichita High, West; L. E. Wilbur, Assistant Superintendent in charge of Business Affairs, Wichita Board of Education; Jo Huxtable, Secretary, Horace Mann Intermediate School, Wichita; Eileen Gullett, Secretary, Allison Intermediate School, Wichita. The panel decided that there was no question but that educational secretaries paid their way and through their discussions brought out very clearly the procedures by which it could be done. Miss Bates summed the purposes of our work in education very nicely in the comment that "we are all working to help Johnny see through Johnny so that we could see Johnny through."

The Saturday Luncheon was presided over by Mrs. Helen Durham, President of



the Kansas Association of Educational Secretaries. Luncheon music was furnished by the 9th Year Glee Club from the Wichita Roosevelt Intermediate School, with Robert Oursler directing. Martha S. Luck, President of the National Association, spoke on the topic, "To Be Or Not To Be." Paraphrasing the tragic Hamlet's utterance of "The time is out of joint: O cursed sprite, That ever I was born to set it right!" to read "The time is out of joint: O blessed fate, That we're on hand to act and not to wait!", Mrs. Luck pointed out the possibilities around us each day for service in our respective communities.

A String Ensemble from the Roosevelt Intermediate School, directed by Irene Myers, played at the dinner meeting Saturday night. Mr. Bob Gadberry, Assistant Vice-President and Director of Advertising and Publicity, Fourth National Bank, talked on the topic, "Human Relations." Mr. Gadberry gave very practical and forceful examples of how we might improve our day-to-day human relations and increase our quota of happiness at the same time.

(Continued on page 21)

1957 - A Year Long Birthday Celebration!

By

EMMA G. CASTNER, Chairman

Centennial Planning Committee



The National Education Association, our parent organization, will celebrate a century of progress during 1957. All departments, commissions, and affiliated groups have been asked to take part in this celebration to commemorate the founding of the biggest professional organization in the history of mankind. The NEA has set up a special Centennial Celebration Commission with many committees to carry out the various projects planned for the entire year. The following definite plans have been made by the NEA committees:

1. Theme for the Centennial Year: **AN EDUCATED PEOPLE MOVES FREEDOM FORWARD.**

2. Dates: Thursday evening, April 4, 1957—Centennial Birthday Party. A big party throughout the country and spilling over into Alaska, Hawaii and Puerto Rico. June 30-July 5, 1957—NEA Convention, Philadelphia, Pa. Philadelphia is the place of the first meeting of the NEA. November 10-16, 1957—American Education Week. Special programs for the week.

3. NEA Centennial Film, **A DESK FOR BILLIE**—A one-hour color movie interpreting the life of Billie Davis, the original "hobo kid" whose experience is a testimony to the value of free and universal education.

4. A mural for the auditorium of the

NEA building in Washington, D. C.

5. Commemorative Stamp.

6. A seal for use on stationery, programs, publications, and the like.

7. Special Centennial Tours—Will begin at various points over the nation and include the convention along with points of historical interest.

Of course, we are most anxious to take an active part in this celebration and tie in as many of our projects as possible. In a small way we can show our gratitude for the encouragement and assistance that has been given our department by the NEA staff members.

We have the wheels turning for our NAES convention to be held in Philadelphia in conjunction with the NEA convention. Our dates will be July 26-28, 1957. An institute for educational secretaries will be held immediately following the convention at the University of Pennsylvania, July 1-5, 1957. A meeting will be held during May of this year in Philadelphia to set up detailed plans for convention and institute.

We will probably have one issue of our magazine as a special centennial issue. We will find many uses for the NEA seal during the year.

The Centennial Planning Committee has sent out the following suggestions for state and local participation to the presidents of our affiliated groups thru Rachel Maynard's *Newsletter*:

1. Appoint a Centennial Planning Committee to carry through the Centennial year—to work with your NAES Committee, and set up your own plans.

2. Adapt program and meeting plans to the Centennial theme.

3. Tie in history of your own group with NEA and NAES history.

4. Plan a Special Centennial issue of your Bulletin or Newsletter for the year 1957.

5. Honor a member of your group who has made a large contribution to local, state, and/or national educational secretarial associations.

6. Publish in your next Bulletin or Newsletter dates, etc., as listed for NEA.

7. Look ahead as well as back and chart new goals for your Association.

8. Plan for representatives to attend the convention and institute in Philadelphia, June-July 1957.

The presidents were asked to send back to us suggestions for NAES participation from their groups.

At this point the committee would welcome suggestions from you as to how we, as a department of NEA, can best take part in the year-long celebration. Please send your suggestions to the chairman of the Centennial Planning Committee in time for the committee's consideration when they meet in Los Angeles this summer.

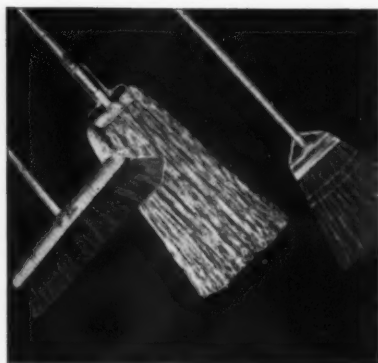
You can start now to plan to be in Philadelphia for the NAES convention and institute and attend the special events that will be planned by the NEA. Your committee is hoping that it will be the largest convention in our history.

MIDWEST REGIONAL CONFERENCE

(Continued from Page 19)

The Conference ended on Sunday morning with a Brunch at the beautiful Wichita airport. Dr. Emory Lindquest, Dean of Faculties and College of Liberal Arts at the University of Wichita, talked to the group. Each one increased in stature because of the scholarly way in which Dr. Lindquest pointed out our heritage in the field of education and the immensity of the task with which we are confronted.

The friendly spirit and the hospitality of the Wichita secretaries made those from abroad happy that they had come.



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IT'S MARTHA AND LOLA AT NORTHWESTERN

On April 24, Northwestern University released the news that Mrs. Martha S. Luck, executive secretary of the Northwestern University Evening Divisions, has been appointed assistant dean of the Evening Divisions.

"She will assume her new post September 1, succeeding Richard S. Wolfe, who has resigned effective that date. Miss Lola E. Rieke, secretary at the Barrington, Illinois, public schools, has been named executive secretary of the Evening Divisions.

"Mrs. Luck, of 502 N. Seventh Ave., Maywood, has been executive secretary of the former University College and of the Evening Divisions for 16 years. She is president of the National Association of Educational Secretaries, past president of the Maywood-Proviso branch of the American Association of University Women, and a former member of the Maywood Citizens' Advisory Committee.

"A graduate of Central College, Fayette, Missouri, Mrs. Luck holds a master's degree from Northwestern. Since 1953 she has been a member of the Central College board of curators. She has taught in rural

schools in Pike County, Missouri, in Fayette, Missouri, high school, and in Proviso Township High School, Maywood, Illinois. Mrs. Luck was office staff supervisor and secretary to the superintendent of Proviso Township High School for five years.

"Miss Rieke, of 118 Dundee Avenue, Barrington, has been secretary at the Barrington public schools since 1938. Previously she was secretary to the sales manager of A. J. Nystrom and Co. A graduate of Northwestern, she is assistant editor of *"The National Educational Secretary"* and former treasurer of the Illinois Association of Educational Secretaries. Miss Rieke is an associate of the Barrington Music club and secretary of the Barrington Area Council for the United Nations."

All NAES members are proud of the honors that have come to their president and their assistant editor. Members all agree that these honors couldn't happen to two better gals. We all join in wishing them happiness and continued professional recognition and growth in their new positions.

HOPE ANGEL

Hope Angel, Editor of Illinois Education, met a tragic death in an Easter holiday automobile accident near Carlyle, Illinois, on March 30.

She was a graduate of the University of Illinois where she held a Sigma Delta Chi scholarship award and earned the University Scholarship Key. She was a member of Kappa Tau Alpha and Theta Sigma Phi, honorary journalistic fraternities, as well as Delta Kappa Gamma, honorary educational sorority.

She assumed the editorship of the magazine of the Illinois Education Association in 1948 and brought it to the place

where it is recognized as one of the outstanding magazines published by state educational associations.

Miss Angel showed a real interest in the Illinois Association of Educational Secretaries and was generous in devoting space in Illinois Education to news of the activities of Illinois educational secretaries.

The staff of The National Educational Secretary extends their condolences to the family and professional associates of Miss Angel in their loss of an extra fine person.

Sherman J. Sexton, 63, president and chairman of the board of John Sexton & Company, internationally operating wholesale and manufacturing institutional grocers, died suddenly on March 13, 1956 at his residence at 1530 North State Parkway in Chicago.

An aggressive believer in advertising

For many years his company has been a loyal advertiser in the *National Educational Secretary*. The magazine staff extends sincere sympathy to Mr. Sexton's family and business associates.

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The magazine is 6" x 9" in size, contains 48 pages, and is published three times a year — February, May and October.

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26

. LISTENING IN

NORTHEAST REGION

(Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)



Miss Wilma R. Haight, Reporter

28 Hillside Avenue

Glen Ridge, New Jersey

Department of Vital Statistics—

New Arrivals

Cape May County Association, New Jersey; Wayne County Association, New York; Buffalo Elementary School Clerks' Association, New York; Allegheny County and Bucks County Associations, Pennsylvania. A hearty welcome and all best wishes to these new associations.

DELAWARE

Hello, Delaware! We've missed you.

The Delaware Association is working like mad getting ready for the summer institute to be held at the University of Delaware at Newark, July 9-13. The Institute, as previously announced, is co-sponsored by the National Association of Educational Secretaries and the University of Delaware, in cooperation with the Delaware Association. The theme of the Institute is "Broadening Horizons." A faculty from the University of Delaware, other universities and from various professions has prepared discussions on topics which will enable institute registrants to gain ideas, insights and inspiration.

Delaware secretaries will take time out from Institute preparations to hold a Spring meeting of the Delaware Association at Rehoboth Beach in June.

MAINE

An informal get-acquainted meeting was held by the Maine School Secretaries Association in Gorham in April. Association members and their friends were guests of the Gorham State Teachers College at luncheon.

MARYLAND

"The Maryland State Association of Educational Secretaries is not loping or running or crawling — we're just beginning to breathe," says President Phyllis Soine. "We're having a hard time keeping pace with Nancy National; her legs are too long!" Undeveloped horsepower notwithstanding, this eight-months-old organization has just finished discussing, compiling and writing its Constitution and By-laws which will be presented for adoption by the entire membership. The regional representatives are hard at work getting the membership rolling while the Executive Board is considering plans and programs for next year and the annual convention in October.

Baltimore County

Bond Issue, Retirement and Social Security were discussed by Mr. William T. Willis, Jr., Assistant Superintendent in Business Operations of the Board of Education of Baltimore County, at a Professional Growth meeting of the Baltimore County Educational Secretaries Association on January 24. As yet the Secretaries Association does not come under Social Security. Coverage will depend upon approval by the State Legislature. Such coverage will not interfere with present retirement benefits but will be in addition to them.

MASSACHUSETTS

Massachusetts secretaries tend strictly to business at their three regular meetings each year. Therefore an "irregular" meeting purely for social purposes has been scheduled for June and will be held at a Lodge for women in Rockport, Massachusetts.

The "Bosses Day" meeting in January was a great success. With a nice sense of timing on the part of the Massachusetts association, the meeting was held the same week that the final Brinks robbery arrests were made and guest speaker of the day was Mr. Joe Dineen, a crime reporter on the staff of the *Boston Globe*. Mr. Dineen, who is also author of the story upon which was based the movie "Seven Bridges to Cross," had spent many hours that week working on the Brinks case and was able to give his very attentive audience a first-hand report on the arrests.

Massachusetts reports success in its effort to have the State Civil Service Law amended. In response to a petition instigated by the Massachusetts Association of School Secretaries, the Massachusetts State Legislature has adopted an amendment to its Civil Service law making it possible for all school department clerical employees to be included under Civil Service.

NEW HAMPSHIRE

New Hampshire secretaries have taken a double-barreled shot at the problem of high school students working in the school office and what is expected of them. Both the students and their commercial teachers were invited to attend the New Hampshire Association's Annual Spring Workshop on April 26 and 27 at the State Teachers College in Plymouth. This was the Fourth Annual Workshop held for educational secretaries in New Hampshire, co-sponsored by the State Department of Education and the New Hampshire Association of Educational Secretaries. Co-chairmen of the Planning Committee were Edith E. Hammond of Hampton and Theresa W. Therriault of Nashua. There were stimulating workshop discussions on Public Relations, Work Organization and other topics; while National President Martha Luck was the "main attraction."

A request has been received from the many-splendored Corresponding Secretary of the National Association that there be a Weather Committee on future Regional meetings. Wending her way homeward from the Washington meeting, Miss Hammond was marooned by a snowstorm in New York City. Though amid most pleasant surroundings, this Personage refused to take advantage of the diversions offered by the metropolis and champed at the bit until she could return Wednesday morning to her native New Hampshire and civilization.

NEW JERSEY

Twin workshops were sponsored by the New Jersey Association of School Secretaries for the edification of educational secretaries throughout the state. The North Jersey workshop was held at Montclair State Teachers College on April 14 while the South Jersey group met at Glassboro State Teachers College on April 28. Mr. Joseph C. Clayton, Assistant Commissioner of Education in New Jersey, led a panel discussion on School Law at both meetings. Other speakers at the North Jersey Workshop were Dr. Clarence E. Hinchey, Superintendent of Schools of Montclair and Dr. Robert Jenkins, Superintendent of Schools in Ridgewood, New Jersey. Guest speakers at Glassboro were Dr. Charles P. Pierce, Superintendent of Schools of Ocean City and Mr. Warren J. McClain, Superintendent at Woodbury. In addition to School Law, topics discussed were: The Well-Informed Secretary, and the Secretary as a Member of the Educational Team.

New Jersey has formed a Welfare Committee whose function will be to assist members in solving problems that arise from their employment. Present membership of 669 is the largest in the history of the association.

Cape May County

The Cape May County School Board Secretaries held an organization meeting on February 27 under the Chairmanship of Leona Catanoso of North Wildwood. A dinner meeting is planned for later in the Spring.

Ocean County

As a part of the County workshop, Ocean County secretaries met at the Toms River School for a panel discussion on The Role of the School Secretary followed by an afternoon session on How You Do It—an Exchange Forum. At this meeting all manner of things were exchanged: forms, short-cuts, ideas, problems and woes!

Union County

The Union County Association is now a full-fledged affiliate of the National Association. Welcome, mesdames!

On March 14 a workshop was held in the new Edward V. Walton School in Springfield. The Association endeavors to hold each of its meetings in a new building with a guided tour of the building as part of the program, thus giving all members an "idea of how the other half is living—and paying taxes!"

NEW YORK

New York State Reports the formation of two new organizations: the Buffalo Elementary School Clerks Association, and the Wayne County Association with Georgia Viele as its president. Both of these organizations were the outgrowth of a Monroe County Workshop session for those secretaries interested in forming new associations.

A number of the secretaries present at the New York State Teachers Association Zone meeting in Potsdam are interested in forming a group in the northern part of the state. Betty Whalen of Ogdensburg has been appointed chairman of a meeting scheduled for next fall.

The Fourth Annual Convention of the New York State Association of Educational Secretaries will be held at the Hotel DeWitt Clinton in Albany on October 5 and 6 with Mary Vander Berg as General Chairman and Barbara Klumpp as Program Chairman.

PENNSYLVANIA

The Pennsylvania State Association of Educational Secretaries welcomes the newly-formed Allegheny County Association. At a final organization meeting, Ruth Reutzel of Baldwin-Whitehall Schools was appointed president pro tem and Dorothy Schnupp, also of Baldwin-Whitehall Schools is the temporary secretary.

State President Helen Jayne Hudson and Kay Mitchell, Chairman of the Committee on Certification, attended the Pennsylvania State Education Association, Western Convention District, Legislative Dinner on March 3 at which time they met and talked with legislators concerning Senate Bill #32, dealing with secretarial certification. They also met with Senator Koprivier, the sponsor of the bill, who briefed them on its progress. The Senator reported that opposition to the bill is coming from the smaller areas in the eastern part of the state, so attention will be directed toward those areas next year when legislature convenes again. The motto of the Certification Com-

mittee is "Never say Die!" Both the committee and the bill will bounce right back at the next session of the legislature.

Local associations throughout Pennsylvania are blooming with the Spring. Butler County secretaries are in the process of organizing; Bucks County secretaries held their second dinner meeting in February and are now fully organized as an association; while the Beaver County Association met in Pittsburgh on March 5.

Pennsylvania State University, University Park (State College), Pennsylvania, has been selected as the site of the Annual Meeting of the Pennsylvania Association on May 25 and 26. In connection with this meeting, the university is sponsoring a workshop for secretaries with a very attractive program. Approximate cost for the two days will be \$10.00 plus room and will include a reception on Friday and a luncheon and dinner meeting on Saturday.

As part of the Pennsylvania Association's philanthropic activities, for the fourth year members of the Pittsburgh Association have done volunteer typing for the Salvation Army during its annual campaign.

Pittsburgh

A recommendation to establish the position of Secretary in charge of In-Service Training of School Clerks has been approved by the Pittsburgh Board of Education. This approval fulfills the hopes and endeavors of the Pittsburgh Association's In-Service Training Committee and of members of the Association. Jane Kirkham, formerly of Whittier School, has been appointed to fill the new position. Her duties will include the orientation of new clerks in the schools, while the major portion of her time will be devoted to clerks in those schools in which there is no chief clerk. In-service training of new clerks will continue until they are functioning adequately in their respective jobs.

At the annual business meeting and election of officers held April 24, Betty Kieffer was elected to succeed Betty Tataro as President of the Pittsburgh Association.

SOUTHEAST REGION

(Alabama, District of Columbia, Florida, Georgia, Kentucky, Mississippi, North and South Carolina, Tennessee, Virginia, West Virginia.)



Mrs. Beulah Tucker Jones, Reporter
3856 Fauquier Avenue, Richmond, Virginia

ALABAMA

Alabama School Office Personnel

The annual meeting of the Alabama secretaries was held on March 22 and 23 during the yearly convention of the Alabama Education Association. This was a luncheon meeting, attended by approximately 150 persons. Guest speakers were Dr. John E. Bryan, Executive Chairman of the Birmingham Chamber of Commerce, and Miss Ora Jacks of the Southern Bell Telephone Company. Dr. Bryan spoke of his recent work in Korea while Miss Jacks had as her topic, "First Things First in a Business Office."

At the business meeting following the luncheon, election of officers was held. After this, a question box into which members had dropped questions and suggestions was opened. A panel composed of eight members of the School Office Personnel answered the questions which could be handled without research. Those queries which had to be deferred were answered later in a bulletin sent to all members. Consultants for this question and answer period were Mr. Roy Alverson, Supervisor of Local Accounting and School Lunch of the State Department of Education, and Mrs. Mamie Hamm, Chief Child Labor Inspector, State of Alabama.

The new President of the Alabama School Office Personnel is Mr. J. O. Steele of the Talladega County Board of Education, Talladega, Alabama.

DISTRICT OF COLUMBIA

Association of Educational Secretaries of Washington, D. C.

The Washington girls are breathing easier now that the Regional Conference is over. It was a wonderful success and all who attended were appreciative of the joint efforts of the two secretarial asso-

ciations of the District who worked with the National Committee.

Officers of the Association of Educational Secretaries of Washington, D. C. are quite elated over the interest and enthusiasm being shown among their members in wider association activities. The Regional Conference served to acquaint them with the scope of the work of the National Association. This year more than fifty of the Washington group joined the National Association as new members.

They are looking forward to the National Convention in California and hope to be represented there. It is expected, too, that they will have members in attendance at each of the four National-sponsored institutes this summer.

The annual spring meeting, held on the evening of April 25, was a fine occasion. Their final meeting will be held in May at which time officers for the coming year will be elected.

Secretarial Association of the District of Columbia Public Schools

Those who attended the Washington Conference in March enjoyed contacts with the affable president of the Secretarial Association, Beulah Kidwell. In spite of the complexities and burdens of sharing successfully the job of engineering a regional conference, she was able to retain her equanimity as well as her attractive smile. The girls who toured Washington on Sunday morning, saw the Capital City in a snowstorm. It was like one of "Life's Extras"!

From a letter received from Beulah since the Conference we gather that the work of her own Association did not suffer amid the bustle of preparation for March 16, 17 and 18. A dinner meeting, held in February, was well-attended and greatly enjoyed. Miss Catherine Crook, a

Junior High School principal in Washington, spoke to the group about her eighteen-month sojourn in Africa as a teacher on the Gold Coast. She shared highlights of this most interesting experience with the secretaries and showed her collection of extra fine color slides.

FLORIDA

Florida Association of Educational Secretaries

In keeping with its aim: to study and discuss with broad and sympathetic outlook, through contacts and meetings, the particular problems of the educational secretaries and clerks," the FAES has just completed a most important meeting. This, the annual get-together, was held in Miami jointly with the convention of the Florida Education Association on April 12, 13, and 14.

The program clearly reflects the professional status of the educational secretary in Florida. Not only did the FAES share convention responsibilities at the FEA registration desk, but their agenda also included attendance at the General Assembly and other sessions of the convention.

Luncheon on April 13 at the Colony Restaurant featured Mrs. Ann Stover as guest speaker. At the business meeting which followed, new officers were elected. These officers were installed on Saturday morning, April 14, at a breakfast at the DiLido Hotel. The guest speaker for this occasion was Mrs. Betty Lee Klotz.

As a grand finale the girls enjoyed further good fellowship at a swim party when cabanas were made available for them. Another pleasing angle of this meeting was the arrangement among the Miami girls to open their homes to the visiting secretaries. This gesture of hospitality brought rich rewards in new adventures in friendship.

Duval County School

Secretaries' Association

Florida seems to have found the answer that other states are seeking on how to get county groups interested and organized. There are a number of thriving county associations in this great state, among them the Duval group. The following interesting account was sent by Anna Post who represented the Duval Secretaries' Association at the State Convention in Miami in April:

The Duval County School Secretaries Association held its annual entertainment recently at the Silver Room of the Hotel Seminole with school principals, assistant

principals, Mrs. Iva T. Sprinkle, Superintendent of Public Instruction, and Mrs. Louise Dorsey, Civil Service Secretary, as special guests.

Mr. Ralph Ogden, Supervisor of Attendance, and Mrs. Dorsey were the speakers of the evening. Entertainment features were offered by Mrs. Virginia Wright. At the close of the program tasty refreshments were served by Mrs. Wright and her committee.

Officers elected for the year were: Mrs. Romelle Ogden, president; Mrs. Josephine Hull, vice-president; Mrs. Frances Nix, recording secretary; Mrs. Margaret Phillips, corresponding secretary; and Mrs. Emma Cunningham, treasurer.

In addition to Mrs. Post, Mrs. Romelle Ogden and Mrs. Virginia Wright represented the Association at the State Convention in Miami in April.

Hillsborough County Educational Secretaries' Association

On April 23 the Hillsborough girls had their annual meeting at a school cafeteria which served a delicious dinner and which commandeered high school girls to be the hostesses. This was Bosses' Night and, needless to say, an interesting program was planned for the guests of honor.

The Hillsborough County Education Association has shown much interest in the secretaries and has recently appointed a committee from the group to work in an advisory capacity with the HCESA. As a result of conferences, the Hillsborough Association plans to have a secretarial workshop in the fall. Subjects have been selected from a questionnaire which was sent to all secretaries. The teacher organization will cooperate in an effort to make this a profitable experience for all who participate. We hope to hear more in the fall about this joint project.

At a meeting in May, election of officers will be held. The Installation Service will take place on June 2 when the Association will have a luncheon meeting. Mrs. Verda Griffith will be the chairman for this affair.

Pinellas Association of School Secretaries and Office Personnel

Elizabeth Heimert, the new president of the Pinellas Association, reports that hers is a very active association. It is easy to understand why. At the moment, a self-improvement program is under way. The purpose of the program is to help the secretaries and office personnel to become even better qualified for their positions. In a gesture of encouragement and support, one of the Deans at the St.

Petersburg Junior College has offered to set up a long-range program with courses that will be beneficial to school personnel. When the plan is complete, it will be presented to the Board of Public Instruction.

In April the Association planned a dinner get-together to which they invited the members of the Board, the Trustees, as well as the Supervisory Staff. In addition, all of the principals in Pinellas County Schools were their guests. Guest speaker was Mr. Bob Yamamoto, an exchange reporter from Japan on the St. Petersburg Times.

When the FAES met at Convention time in April, the Pinellas County Association sent an official delegate who was accompanied by several other members from the group.

GEORGIA

Georgia Association of Educational Secretaries

On March 17, 1956 the GAES held its annual meeting at the Henry Grade Hotel in Atlanta. President Sara Milner presided at the business meeting which opened at 10:00 a.m. Practical emphasis was given the showing of the *File It Right* slides. The girl who presented the slides, having already set up her files according to FIR, was able to speak with authority on its effectiveness.

The National Association's proposed program for the establishment of professional standards for educational secretaries was a large part of the order of the day. This discussion, while raising many questions, reflected a real interest in the report and a genuine appreciation of what the NAES has done in drawing up these proposed standards.

Following the meeting, a luncheon was held at 1:00 p.m. This was a time for wonderful fellowship as well as good food. In tune with the topic on standards, Dr. J. K. Fancher, one of the leading physicians in Atlanta, gave a most interesting talk on Standards for Happiness. Two high school seniors, recent winners of superior ratings in the District Music Festival, entertained with songs in keeping with the spirit of the program. One sang "I Love Life," the other, "Let My Song Fill Your Heart." The closing song was an all-time favorite, "I'm Sitting on Top of the World." The Chairman expressed the hope that the GAES spring meeting had left everyone with the feeling of being literally "on top of the world." With the challenge of good days ahead, the meeting ended on an exhilarating note.

Atlanta Association of Educational Secretaries

The Atlanta Association of Educational Secretaries has the distinction of having a roster of 100 members for the current year. This number includes at least one representative from each school in the Atlanta system. The report of the president, Mrs. Myrrium Gilstrip, indicates that these southern gals have not only heeded their State Mascot's admonition to "jine" but they have also pleased Uncle Remus in going a step further.

They have helped carry forward a fine and varied program: The members have created skits in which they have been the performers; they have given a Fashion Show; there have been meetings which have featured as speakers distinguished civic personalities; there have been panel discussions in which the girls themselves have been the participants; there has been an accent on good fellowship in Get-Acquainted Programs. Members of the AAES can take real pride in their accomplishments for the year.

The officers working with Mrs. Gilstrip during this enjoyable year in Atlanta are: Mrs. Mildred Whitehurst, vice-president; Mrs. Wilma Roberts, secretary; Mrs. Irene Mayfield, treasurer; Mrs. Helen Hilborn, corresponding secretary.

MISSISSIPPI

Mississippi Association of Educational Secretaries

The spring issue of *Magnolia Miss*, the official publication of the MAES, brings news of an enthusiastic meeting on March 15. One hundred per cent attendance was the goal! The attendance was further swelled by the presence of many VIP's—the girls' bosses. Where bosses could not come, other important guests were brought along to enjoy the delicious luncheon and the fine program which followed. Jo Campbell, the out-going president, presided.

The address of the occasion was given by Mrs. C. C. Clark of the Mississippi Library Commission. Her subject, "Let's Reduce—What and How," sounds especially appropriate for those secretaries who have reached the middle-aged brackets, and spreads. But, you'll have to guess again! Her topic did not at all concern itself with the problems of the overweight! Rather, she admonished the girls to continue informal education throughout life: REDUCE reluctance to change; REDUCE reluctance to make the effort toward continual self-improvement. This surprising twist of a hackneyed subject was enjoyed by all.

A beautiful installation service—the first the girls have ever had, was appropriately conducted by Dr. J. Moody McGill, Pastor of Fondren Presbyterian Church, Jackson. The outgoing officers handed the incoming girls the accoutrements of the respective offices and made fitting remarks about the duties. The new officers responded briefly. Dr. McGill spoke of the responsibilities assumed by the officers and of their pledge to faithfulness. As he did this, he charged the membership with their responsibility to cooperate and support. He asked his audience to stand as members willing and ready to respond. He then offered the prayer that closed the luncheon. The officers who will serve with Eulala Thornton, the new president, are: Jessie Morrison, vice-president; Jayne Tillman, secretary, and Catherine Bogan, treasurer.

A sectional meeting, presided over by the new president, followed the luncheon. The program, which looked toward the year to come, featured a panel of six secretaries who presented a discussion on the NAES Report on Standards. The selection of panelists gave a varied coverage of job classifications: two were from the State Department of Education; one was from the Crippled Children's Service; one, from a county superintendent's office; and two were from Mississippi city schools. Those present were given a copy of the report with a "talk back sheet." When these sheets are completed and returned to the president they will be compiled into a report from Mississippi to the NAES.

NORTH CAROLINA

North Carolina Association of Educational Secretaries

The fifth annual meeting of the North Carolina Association of Educational Secretaries was held March 16 and 17 at the Robert E. Lee Hotel in Winston-Salem. The theme of the meeting was: The Educational Secretary and Better School Organization. There were between 120 and 125 people registered for what proved to be one of the largest meetings the Association has held. The first session was called to order by the president, Mrs. Hazel Harrelson. After the business session, those attending divided into four group meetings as follows:

Group 1. State Division of Textbooks—A. J. Dickson, Assistant Director. Group 2. State Division of Professional Service—Mrs. Mary Alice Terrell, Supervisor of Certification. Group 3. State Division of Auditing and Accounting—Kate Dunn Elmore, Accountant with the State Board of Education. Group 4. Principals' Secre-

taries Group—A. Craig Phillips, Assistant Superintendent Winston-Salem City Schools.

In the late afternoon several historical tours of Winston-Salem were planned. These included a visit to the new Wake Forest College which is scheduled for opening in the fall of 1956; one to Old Salem, and a tour through the R. J. Reynolds Tobacco Company.

On Friday evening a banquet was held on the Balinese Roof of the Hotel. Dr. W. Amos Abrams, editor of the magazine of the North Carolina Education Association, was the guest speaker. Members and guests remained for a social get-together on the Balinese Roof after the banquet. There was special entertainment with door prizes, music, and fun for all.

On Saturday, March 17, the second general session was held. This was a breakfast meeting featuring an address by Dr. Allan S. Hurlburt, Assistant State Superintendent of Instruction. After Dr. Hurlburt's address, committee reports were heard and officers for 1956-57 were elected. The installation service for new officers was conducted by Mr. Randolph Benton, Superintendent of Wake County Schools. The following officers were installed: Rudolph Ofcharik, president; Lula Burrell, vice-president; Grace Ledbetter, recording secretary, and Theresa Hill, Parliamentarian.

At the first business session a count of people attending was made by districts. A formula had been worked out taking distance traveled into consideration as well as the number in attendance, and a trophy was awarded. If the same district should win the trophy for three years in succession, the district will retain the cup.

The talks heard at this meeting were most inspirational and will be of lasting benefit to those who attended, but the greatest benefit of all grows from the wonderful fellowship enjoyed by this group of co-workers as they formed new friendships and shared their ideas in this fine, worthwhile meeting.

VIRGINIA

Virginia Association of Educational Secretaries

Lucile Garrison, the president of the VAES, says "the proof of the pudding is in the eating." Here's her pep-talk on the values of attending a Regional Conference:

If you want to "get away from it all," and at the same time learn something and become more efficient, attend your professional meetings! The following Virginia Educational Secretaries found themselves completely "out of this world" at

the Regional Conference of the NAES in Washington on March 16, 17, and 18: May Joe Craig from Abingdon, Lucile Garrison from Williamsburg, Mary C. Dye from Annandale, Faye Purvis and Muriel Hicks from Alexandria, Mary Pringle from Arlington, Catherine Jarvis from Charlottesville, Dorothy Temple from Roanoke, Cathy Cibula from Hopewell, and the following girls from Richmond: Alyse Bates, Elizabeth Haney, Ruth Garnett, Beulah Tucker Jones, and Lacy Seabright.

At this Conference the Virginia girls enjoyed relaxation and fellowship, and received inspiration from the reports and speeches which gave help in everyday jobs and in planning for state organizational work. One of the most impressive events of the trip was the tour through the White House which gave a new feeling of glory in our heritage . . . in the beauty and majesty of this symbolic home of our President.

The following footnote from Lucile on Virginia plans is typical of her enthusiasm, whether or not she's been exposed to a Regional Conference:

In Virginia the president of the Secretaries' Section of the Virginia Education Association has the privilege and responsibility of assisting in the planning for the fall meeting. She met with the executive group on April 14 and made plans for a different and interesting annual meeting of the VAES. To further whet the excitement about coming events, the tentative date was set for the Workshop to be held at the College of William and Mary in 1957. Plans for carrying out this Workshop are in the making.

Fairfax Association of Educational Secretaries

The FAES at its regular meeting in February had as its guest Mr. J. H. Rise, Assistant Superintendent of Schools in Fairfax County. Mr. Rice explained the meaning and implications of a salary scale for school secretaries. Much more practical thought, study and consideration will be needed before we as a group can make a wise decision regarding this matter.

On Saturday, March 17th, several of the FAES members tied on their hats and journeyed across the river to nearby Washington, D. C., to attend the NAES meeting. Now unless you live near Washington, D. C., you can't appreciate what an undertaking this can be. Depending upon where in Fairfax County you live, you may have to ride two or three buses and you may take several hours to get there. As a matter of fact, it is some-

times quicker and easier to get to Baltimore, Maryland or Richmond, Virginia.

Our members, Mary Dye, Mary Pringle, Faye Purvis and Muriel Hicks felt that all efforts made to get there were well rewarded. Accompanying our group was Kitty Javins of Charlottesville, a former Fairfax County school secretary. All of us felt very proud to be members of the VAES which was certainly well represented.

We all enjoyed the outstanding speakers, the fellowship with friends both old and new, and meeting our National President, Mrs. Martha Luck.

Our final meeting of the year will be a dinner meeting at the Westlawn School on May 1, 1956. New officers will be elected.

Many bouquets are due the retiring officers: Mary Dye, president; Mary Pringle, vice-president; and Ruth Stevens, secretary-treasurer. Their guidance, since the formation of our organization two years ago, has been wise and steady. They have, in all respects, given us a fine and firm foundation upon which to grow.

Dreams of the FAES: To have as a speaker at our May meeting, Mrs. Lucille Boyd of Internal Revenue, who did such an outstanding job at the NAES Regional Conference; to have a bigger and better membership in 1956-57; to have an FAES Handbook for each school secretary for the 1956-57 session; to have another successful workshop at the beginning of the school year.

Richmond Association of Educational Secretaries

At the spring meeting of the RAES Ruth Garnett, the president, presented the proposed program for a workshop for secretaries in education in Richmond and the vicinity. This workshop has been endorsed by Dr. H. I. Willett, Superintendent of Schools in Richmond. Those attending will be offered five classes and will earn one credit from the Richmond Professional Institute. It will be held following the close of school in June in order to accommodate the educators and heads of departments in the Richmond Schools who have generously offered to serve as instructors.

Richmond feels that this, its first workshop giving college credit, is a definite step in a forward direction. The aims tie in nicely with the planning of the Standards Committee of the NAES. At the request of President Ruth Garnett, the Executive Committee met to study the National's proposed program for the establishment of professional standards.

This committee presented a report to the membership for its consideration and final approval. Recommendations will be forwarded to the National Committee.

In May a luncheon meeting will be held when officers will be elected and plans made for participating in summer workshops. Several of the girls hope to attend the Delaware Workshop in July. Frankie Anderson, secretary at Nathaniel Bacon School in Richmond, talks hopefully of going to Los Angeles for the Convention. Those who remember Frank-

ie will look forward with much pleasure to seeing her again after a lapse of several years.

Richmond greatly enjoyed the Regional Conference in Washington in March. Ruth Garnett, president, and Lacy Seabright, vice-president, were enthusiastic participants. The following secretaries accompanied them: Alyse Bates, secretary to Superintendent Willett; Elizabeth Haney, secretary to Assistant Superintendent Deierhoi; and Beulah Tucker Jones, secretary at Maury School.

NORTH CENTRAL REGION

(Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, North Dakota, South Dakota, and Wisconsin)



Mrs. Virginia C. Moore, Reporter

Thomas Carr Howe High School

4900 Julian Avenue, Indianapolis 7,

Indiana

ILLINOIS

"Kitty Koy's Spring Outing" was the theme chosen by the Illinois Association of Educational Secretaries for their Spring Conference the weekend of April 20 and 21, at the Urbana campus of the University of Illinois. June Quint and her committee had a well-rounded program, which started with registration in the Illini Union Building at 4 o'clock Friday afternoon, followed by a banquet at 6:00 p.m. in the Illinoio Union Ballroom. A discussion by foreign students at the University, concerning "The Role of Educational Secretaries in Other Lands," was presented under the direction of Dr. Charles M. Allen, Principal of the University High School. A demonstration of duplicating machines was also given Friday evening, and the evening's program was concluded with a coffee hour held in the General Lounge.

Saturday morning's session was preceded by a breakfast in the Tavern Room of the Illini Union. It gave the members an opportunity to meet informally with each other and to get to know better their Board members, each of whom brought

a short greeting to the group. This was something new for the girls and was enjoyed by all.

Dr. Homer L. Gammill, Professor of Industrial Psychology, University of Illinois, addressed the morning group with the topic of "Getting Along with People." In addition to this N. E. Hutson, Assistant Superintendent of Public Instruction discussed "Recent Legislation Affecting our Schools." The final session for the weekend was the luncheon on Saturday in the Ballroom of the Illini Union Building. Alice Flint, the speaker for the session, presented "Fashions for the Office." Miss Flint is a fashion illustrator from Decatur, Illinois.

Kitty Koy's "Pride, Prosperity, Pulchritude, and Pastime" were all covered during the course of events during this busy, but wonderful, weekend.

Danville

Danville Educational Secretaries Association held their first "Bosses Night" at Danville High School early in April.

A dinner was served to 60 members and guests in the cafeteria with Mrs. Lillian Pearson, Secretary to Dr. J. McLean Reed, superintendent of schools giving the

welcome. Dr. Reed gave the response and remarked "very few places in the country could boast such a demonstration of good will and fellowship between the people who do the work and those who give the directives."

Mrs. Margaret White, Secretary at Edison and Roselawn Schools, started the introduction of guests with each secretary introducing her respective employer. Members of the board of education were presented by Mrs. Vera Johnson. Hiram Percy presented violin selections accompanied by James Weaver. They were introduced by Miss Betty Barnes, secretary of the elementary administrative assistant.

Dr. Kenneth G. Jost, guest speaker was introduced by Mrs. Annabelle Neel, secretary of Danville Junior College. He spoke on "Predictions of Disturbed Human Relations." Dr. Jost is on the staff of Veterans' Administration Hospital and a member of the college faculty.

INDIANA

Members of the Indiana Association of Educational Secretaries again this year had the opportunity to attend a two-day conference held at Indiana University and co-sponsored by the state association. At the first general session the entire conference was outlined and consideration given to what lies ahead in 1956. The speaker at the noon luncheon was Mr. Cyrus L. Gunn, Superintendent of the Metropolitan School District, Martinsville, whose topic was, "The Professional Educational Secretary and Human Relations." At the afternoon general session, Rev. Merrill B. McFall of the First Methodist Church of Bloomington, spoke regarding, "Attitudes and Philosophy as Background for Good Human Relations and Emotional Stability." The second speaker was Miss Victoria Gross, Dean of Girls at North Side High School, Fort Wayne, who used as her topic, "Your Relations with Others—Guides to Follow." Following this session, the girls had an opportunity to tour the beautiful campus of the university. After the dinner Dr. Elvin S. Eyster, School of Business, Indiana university, presented one of his inspiring talks entitled, "Being at One's Best." A social hour followed.

During the morning sessions the second day, two group meetings were held so that each girl could participate in two of the four discussion groups. The topics covered included: Telephone Techniques, Work Simplification—Short Cuts and Devices, and Improvement of Written Communications. At the noon luncheon Mrs. Josephine Saunders, president of IAES presented "Summary of the Conference

—Highlights and Implications." Adjournment of the fourth annual conference followed the luncheon and all the girls who attended had gained another step in their professional growth.

Indianapolis-Marion County Association of Educational Secretaries

The February meeting of the IMCAES was held at Flanner House, a Red Feather Agency of the city. First on the program was a tour of Crispus Attucks High School and then the group enjoyed a delicious dinner prepared and served at the community center. Following the dinner a film was presented showing the work and activities of Flanner House.

Evansville Association of Educational Secretaries

The 1955-56 officers of EAES were: president, Doris Allen; vice-president, Ruth Wood; secretary, Jayne Walker; treasurer, Frances Downey. In September the *File It Right* slides were presented, and the slides provided much discussion. As some of the school offices are getting ready to use the FIR plan, the discussion concerned the practical work of making a change-over. At the November meeting Mrs. Flossie Becknell, an elementary teacher in the Evansville schools, presented an impressive narration with slides made of her tour through the Holy Land when she was a delegate to the World Confederation of Teacher Organizations which met in Istanbul last summer. The speaker for the February meeting was Miss Betty Baum of the Child Guidance Center. The last meeting of the year in April began with a tea at which time secretaries who have been in the school system for several years were honored and the election of officers was held. The social events for the year included a spaghetti dinner which was prepared and served by the girls in November, and a Christmas dinner-party in December and, for the second year, the association held a very successful "Boss's Night" in February.

IOWA

Officers of the IAES for 1955-56 are: president, Vivian Pines, Waterloo; vice-president, Virginia Deuben, Des Moines; secretary, Leone Eckmann, Davenport; treasurer, Olive Yocum, Storm Lake.

On April 11th, the "School Belles," a local organization of school secretaries in Des Moines, held their annual bosses' night dinner.

The state association held a district conference on Saturday, April 14, in Waterloo, in the Jack Logan Junior High

School. Superintendent John Harold of the Cedar Falls public schools was the guest speaker. The conference was especially planned for potential members in school offices in the northeast section of the state and future conferences will cover other sections of the state as their intensive drive for members gains momentum. Special effort is being made to interest girls in the offices of colleges and universities in the state.

Prudence Nicholas, former state president of the IAES, and well known as a teacher at national institutes for several years, was recently honored as "Advertising Woman of the Year" by the Des Moines Women's Ad Club. Prudence was given this fine recognition for her splendid work in school publicity as well as other writings. She has been entered as Des Moines' candidate in the district contest.

Saturday, April 14, at 7:00 p.m., at the Lassen Hotel in Wichita, Kansas, Prudence Nicholas was presented with the district award as the "Advertising Woman of the Year." The presentation was made by Mr. Ken Johnson, Governor of the 9th District of the Advertising Federation of America.

We will be listening in for word of Prudence's further progress in the national recognition.

MICHIGAN

The annual meeting of the Michigan Association of Educational Secretaries was held the last of April in Battle Creek. The theme of the meeting was "The Right Touch" and Mrs. Marion Wood of IBM in New York was the principal speaker for both the morning and afternoon sessions. At the banquet on Saturday evening Mr. James Lewis, vice-president of the University of Michigan, was the speaker.

Officers for the 1955-56 year were: president, Gertrude Johnson, Muskegon Heights; vice-president, Agnes Dobronski, Dearborn; corresponding secretary, Eleanor Schoenberg, Van Dyke; recording secretary, Barbara Roberts, Livonia; treasurer, Lorraine Parker, Grand Blanc.

Business Women's Club, Michigan State University

The MSUBWC held its second annual institute on March 1st. Mr. Lowell Treaster was the guest speaker for the luncheon. In the afternoon two sessions were held: "Orientation of New Employees" presented by Mr. Leonard Glander, and "Latest Trends in Business" presented by Mrs. Helen Green. Following these sessions Dr. Eugene Jennings presented, "A Happy Of-

fice and a Good Name." After an intermission, Dr. Lyle Maxwell was moderator of a panel discussion regarding "Let's Discuss Your Problems and Questions." Mr. Emery Foster, Dr. Raymond Hatch and Mr. Jack Shingleton formed the panel of bosses and on the panel for the secretaries was Miss Rebecca Amos, Mrs. Betty Keppeler, and Miss Barbara Preston.

Detroit Association of Educational Secretaries

On January 19 the DAES held a buffet supper highlighted by a discussion of retirement activities and insurance led by Ora Dolsen and Clara Sinclair, respectively. The planning committee consisted of Ora Dolsen, general chairman; Mary Louise Blacksher of Washington Elementary, name tags; Lorraine Weir of Aero Mechanics, reservations; and Frances Dryn of Coady, publicity. Over a hundred girls enjoyed this evening of information and relaxation.

Flint Association of Educational Secretaries

Officers for the 1955-56 year were: president, Lorraine A. Parker; vice-president, Barbara McGraw; secretary, Darlene Woodbury; treasurer, Harriet Smith. This year's program consisted of a guest speaker, a dinner at one of Flint's new elementary schools, and plans are now being made for the annual banquet in May.

Macomb Association of Educational Secretaries

The MAES met at the McKinley Elementary School, East Detroit, on October 18th for the Annual Fall Institute. The program began with a coffee hour at 9:00 a.m. followed by registration and a tour of the new building. At 10:00 the business meeting was called to order and a roll call of school districts indicated a total of seventy-one secretaries present. The 1955-56 officers were presented: president, Doris Bondy, Van Dyke; vice-president, Dorothy Pettibone, Mt. Clemens; recording secretary, Ethel Martin, St. Clair Shores; corresponding secretary, Marjorie Jewett, St. Clair Shores; treasurer, Margaret Victoir, Van Dyke. Luncheon was served in the auditorium, after the assembly was entertained by the choir from the Fitzgerald School. In the afternoon the group attended the general session of the MEA Conference in Detroit at which the MEA action program on Social Security was enjoyed by all.

The Annual Spring Institute was held on March 9th at the new beautiful Lake-

view High School, St. Clair Shores. After registration in the morning, the girls attending took a tour of the building before the business meeting. At the roll call during the meeting, 104 secretaries reported present. The MAES is quite proud of its gain in membership. Names for the newsletter were submitted in advance and in a vote during the business meeting the name of *MAES Flyer* was selected for the newsletter. The secretary that submitted the winning name received a ticket to the bosses annual banquet free for herself and her boss. The newsletter will be published every two months by the president. Also during the meeting it was voted unanimously to have a joint institute in the fall with the St. Clair County association. Newly elected officers were presented: treasurer, Dorothy Adams, Van Dyke and board member, Noreen St. Amand, East Detroit. The morning session consisted of group discussions in three groups (elementary, secondary, and board and superintendent's offices). Moderators were: Mr. Thomas Albert, St. Clair Shores; Mr. Delmo Della Dora, Wayne County; and Mr. Harold Husband, Grosse Pointe, respectively. After luncheon the group was entertained by Mrs. Netta McKeown, Secretary at Lakeview, who presented "Your 'T' Party" which concerned the analyzing of hand writing. In the afternoon session Mr. Louis from Detroit lectured on the care of the hair and scalp and he remodeled the hair styles of three of the girls as part of the program.

Oakland Association of Educational Secretaries

The officers for the OAES for this year were: president Barbara Roberts; vice-president, Thelma Viola; recording secretary, Catherine Hamilton; treasurer, Maxine Doolittle; corresponding secretary, Dorothy Irwin. The first meeting of the year was an all day meeting at the Clawson High School October 17, and the speaker for the morning was Maurice

Carmany, Director of Public Relations for the MEA. His topic was, "Are You There?" After the business meeting in the afternoon Mr. F. Long of the Arthur Murray Studios of Detroit presented a very interesting program. One hundred and ninety-five secretaries attended this meeting and enjoyed the luncheon in the school cafeteria.

Final arrangements are in progress for the annual Bosses Banquet at the new Isaac E. Crary Junior High School at Waterford.

Wayne County Association of Educational Secretaries

The WCAES met for a panel-type discussion program at the Redford Union Junior High School on February 13th. The panel members were: Alfreda Grodzicki, secretary-office manager, Lowrey High School, Dearborn as moderator; Beulah Bahlhorn, secretary-bookkeeper, Cooper School, Garden City; A. D. Brainard, deputy superintendent in charge of business and finance, Dearborn; Sophie Matyniak, secretary to the assistant superintendent, Hamtramck; Mildred Mielke, principal, J. B. Ford School, Wyandotte; and George Warman, principal, Redford Union Junior High School. A discussion followed concerning the problems confronting an educational secretary, the part she plays in the whole educational team, her professional attitude, and on-the-job self-improvement.

The WCAES plans to keep its members well informed by having a meeting or a newsletter each month.

SOUTH DAKOTA

The SDAES, organized in November, 1955, reports that it now has a paid-up membership of twenty-two. Mrs. Mary Spensley, membership chairman, has recently sent out cards and material to over two hundred secretaries. Plans are being made for a state meeting in August of this year.

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SOUTH CENTRAL REGION

(Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas)



Miss Bernice Johnston, Reporter
Herculaneum, Missouri

KANSAS

Kansas Association of Educational Secretaries

The fifth workshop for school office employees was held at Kansas State College March 8, 9, and 10, sponsored by the Kansas Association of Educational Secretaries. A get-acquainted session was held at Lee School (new and beautiful) and the Manhattan Public School secretaries did a superb job of welcoming.

Mrs. Grace Bumpus, the consultant for the workshop and the keynoter on Records and Management, is Associate Professor of Secretarial Science in the College of Business Administration at the University of Denver. She brought greetings from Pikes Peak Peggy. Mrs. Bumpus has contributed to secretarial training sessions on a national level and KAES was indeed fortunate to secure her for its workshop.

Dr. Sumner Morris, Director KSC Counseling Center, was luncheon speaker. His topic was, "Your Personality and the Office." Dr. Richard Morse, head KSC Department of Household Management, gave some new thoughts on "You and Your Money." Friday afternoon the secretaries chose from a class on school finance, writing, or voice improvement.

Saturday morning's session, a symposium and open forum, had as its Moderator Dr. Roman Verhaalen, with W. C. Robinson, Superintendent of Schools, Manhattan; Alpha C. Latske, head of KSC Clothing and Textiles; Robert E. Wallerstedt, manager of Southwestern Bell Telephone; and Charles Rapp, KSC Department of Business Administration. These men were well-informed and most helpful and inspirational in their pursuit of the topic, "Good Public Relations and the Secretary."

The entire workshop was under the direction of Dr. Roman Verhaalen, KSC Office of General Extension, who had given attention to every detail that would add

to the educational opportunity or pleasure of all attending. Mrs. Helen Durham of Ulysses, president of KAES, and her committee worked with Dr. Verhaalen in making possible this fine meeting.

Attendance certificates were awarded by Carl Tjersndsen, director of KSC Office of General Extension.

MISSOURI

St. Louis County

Forty-five St. Louis educational secretaries gathered at Giovanni's for dinner Monday, January 23, 1956, and later watched two "live" programs at the St. Louis Educational Television Station, Channel 9-KETC, on the Washington University Campus. The group was taken on a tour of the station while KETC was still on the air. The secretaries now feel better acquainted with audio-visual opportunities in the area and are proud of the educational television station.

The guide told the secretaries in the prop room that "nothing is thrown away" because one never knows when use can be made of any item. One of the secretaries asked if any difficulty was encountered finding what might have been stored away as long as a year ago, and she was told it might take only a few minutes! And, because the girls were from Missouri, he cited an instance!

It comes to mind that *File It Right* must be used by others than educational secretaries. Should we tell our television studio about *Blueprint For Action*? We certainly saw a lot of action during the tour and while sitting down watching programs put on the air.

A highly professional panel discussion was provided for the fifty-five educational secretaries who attended the March meeting in the Jennings Junior High School. In his talk on a "Professional Code of Ethics," Mr. H. C. Bleckschmidt, assistant superintendent of the Normandy schools, detailed Character, Cooperation, Charm, Consideration, and Concern.

Miss Elsie S. Roth, secretary to the superintendent of the Clayton schools, informed her audience about "Professional Organizations." She called attention to The Teacher's Letter of March 20, 1956, which described a professional person as one who "receives respect, commands authority and is entitled to status." And, "by the same token, the professional is obligated to see that his actions are befitting his position." Miss Roth closed her remarks with Corinne Messenger's invitation for educational secretaries to attend the University of Arkansas Institute for Educational Secretaries in June.

"Professional Personality" was the topic discussed by Miss Risanne Giltner, secretary to the sales manager of the Forest City Manufacturing Company of St.

Louis. She stressed "being an individual." Miss Janet Thursby, secretary to the superintendent of the Kirkwood schools was the moderator of this very well-received discussion.

President Alice McGee chaired the business session which concluded the meeting. Ruth Ridgway, secretary to the principal of the Webster Groves High School, then conducted a tour which took the group to the fabulous new St. Louis airport. Words cannot describe St. Louis' newest facilities for air travelers. You must come and see, Missourian or not!

BOSES' NIGHT on the calendar of the St. Louis County Educational Secretaries Association promises to be an evening to remember. This annual occasion has become a highlight in our professional area.

Fall... Winter... or SPRING *

It's always good to visit friends—no matter what the season.

And our representatives who visit your offices appreciate your friendly services throughout the year.

*Now is the time to expect the Springtime visit.

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SOUTHWEST REGION

(Arizona, California, Colorado, Nevada, New Mexico, Utah)



Mrs. Roberta Warner, Reporter
650 South Prince Avenue
Littleton, Colorado

CALIFORNIA

The Mid-Winter Conference of the California Association of Educational Secretaries was held in Fresno, February 10 to 12 at the California Hotel. Big item for discussion was Professional Standards. Among those appointed to the state committee were Mrs. Angie Holms and Mrs. Mary Gostlin of Alhambra. Report is that we now have a committee functioning to condense all the material studied, mimeograph it, and get it out to the membership. The next step is to forward to National a letter either stating approval of their plan or giving recommendations for changes.

During the national convention in Los Angeles, the Alhambra association will set up a gift room in the Mayfair Hotel. They are gathering many interesting California and local gift items. This should be a real service to out-of-state delegates who may want souvenirs and gifts to take back home. Evelyn Shipley is chairman of the planning group for the convention. Mary Gostlin and Angie Holms are in charge of the gift room.

Alhambra

The first district-wide workshop of the Alhambra association was held March 7 at San Gabriel high school, sponsored by the board of education, school administration and the Alhambra Association of Educational Office Employees. San Gabriel and Garvey elementary districts were invited to come, as well as seniors in high school who plan to enter the educational field.

On the planning committee were Margaret Bishop, Eva Moran, Ruth Philippi, Lu Bracken and Angie Holms, the president. A new idea: a section on personnel division procedures, to prepare secretaries to give all answers regarding sick leave, vacation, other employment benefits. Also salary schedules, time

sheets, calling substitutes and other related items.

Los Angeles

New officers of the Los Angeles County Association of Educational Office Employees are: Beth Givan, president; Mary Goslin, vice-president; Charlotte Waddell, recording secretary; Mary Koehler, corresponding secretary, and Helen Mainey, treasurer. Committee chairmen are: Maybelle Perkins, Phyllis French, Doris Philip, Kimmie Murphey, and Margie Wiggins, who will be *Newsette* editor. Beth Givan, the new president, has been in school work for four years, and prior to that was assistant manager of the municipal airport at Peoria, Illinois. She is a licensed pilot, sharing this hobby with her husband. They participated in the only national aerial treasure hunt ever held. Jean Ward is outgoing president.

A special meeting was held March 19. Dinner for secretaries and families was followed by colored motion pictures by Mr. and Mrs. John Niceley, who spent a summer traveling in Europe by car, and who visited many out-of-the-way places.

The Valley Group entertained the city-wide membership on April 17 at a dinner meeting in Canoga Park High School. Mrs. Georgiana Hardy, board of education member, was guest speaker.

A special Easter meeting of LACEOA was held on March 28 at Hillcrest school in Redondo Beach. Mr. Grigg Richards, beauty specialist, told of the latest beauty secrets to help us to look our best in the Easter parade.

COLORADO

"An Adventure in Boulder" was the theme of the one-day workshop meeting held on the University of Colorado campus April 28, and co-sponsored by CAES and the university. Class sessions on time and motion study with demonstrations, public and human relations, and the sec-

retary's role in college counseling were held. A panel of school administrators speaking on topics of interest was well-received and brought forth many questions from the audience. At the banquet in the Memorial Center, Mr. Vincil S. Lester, president of the Colorado Education Association, was guest speaker. This was the first year that a workshop has been held in connection with the annual spring meeting. It was received with such enthusiasm that consideration is being given to making it an annual affair.

Nominations for officers for next year are as follows: for president, Letha Walters of the CEA; for vice president, Betty Casebeer of Pueblo and Crenna Colley of La Junta; for treasurer, Ruth Wilson, Sterling and Dorothy York, Aurora.

The Colorado Association of Educational Secretaries, spurred on by a burning desire to have a part in the new NEA Building, has, through a "Fudge Sale" and donations from individual "non-domestic" secretaries, sent a donation of \$25 to the NEA Building Fund to be applied to the office of the NAES.

CAES has adopted an official membership pin, designed with crossed quills, an ink bottle and band below with CAES on it.

"The Leadville Room" of the May Company was the setting for the spring brunch and fashion show on March 3 in Denver. Approximately 150 secretaries and guests attended. This is an annual affair sponsored by the ways and means committee.

Denver Area

The annual clerks and secretaries dinner of the Denver Public Schools was held on February 8 at the American Legion building. Seventy-five persons attended. Mr. and Mrs. Claude Hansen gave a narration of plains Indian culture and demonstrations of the part dancing plays in their way of living.

Staff of their *Hi-Lites* newsletter are doing a fine job of helping Denver secretaries keep track of each other. Frances Taylor is editor.

Northern Area

The Northern Division of CAES held its spring meeting in Englewood on March 20. The theme "Hats Off" was beautifully carried out. The program featured a panel discussion on "What I Expect My Secretary To Do For Me" by two superintendents and three school principals. At the luncheon Mrs. Grace Bumpus, Associate Professor of Secretarial Science, University of Denver, was the guest speaker.

Western Slope Area

The spring meeting of the Western Division of CAES was held at Montrose on April 14. It started with a luncheon at which Dr. Kenneth Hansen of Western State college was guest speaker. Mrs. Flonnie Kerbel was in charge of arrangements. Margaret Hards, western vice president, conducted the meeting.

UTAH

While the fall institute and luncheon has long since passed, the officers of the UAES are still glowing with pride from the support given from all over the state. Under the leadership of the outgoing president, Mrs. Norma Simpson, a good program was presented. The highlight of the meeting, long remembered, was a talk by Mrs. Russell B. Petty, president of the Ogden board of education, "Your Job and You." New officers this year are, president, Mrs. Vivian Beesley, Salt Lake City; vice president, Mrs. Virginia Anderson, Salt Lake City; corresponding secretary, Mrs. Dorothy Southwick, Lehi; recording secretary, Amy Howey, Ogden; treasurer, Mrs. Marilyn Spainhauer, Granite; board members Catherine Graham, Granite and Alta Hodges, Ogden.

On a snowy night in November, Salt Lake City was honored by a visit from our national president, Martha Luck. The secretaries were hostesses at a dinner at the Hot Shoppes. Superintendent Benion of Salt Lake gave a talk. Also present was Superintendent Smith from Ogden.

One of the interesting aftermaths of the national convention in Chicago last summer is a round-robin letter making its way across the states to secretaries who stayed on the eighth floor wing of Abbott hall at Northwestern. It originated in Norwalk, California, with Ruth Mills, came to Salt Lake to Vivian Beesley, Virginia Anderson and Wyoma Winters, then to Bunny Cupan in Illinois, and on to Helen Abramchuk in Pennsylvania, and finally to Virginia Hoffman in Virginia.

Granite

The Granite Association of Educational Secretaries held an institute and luncheon at Valley School early this year. Several speakers gave the members interesting talks. A fashion show featured original creations knitted or crocheted from ribbons, felt, straw, and other interesting fabrics.

Ogden-Weber

Secretaries from Ogden and Weber met on February 9 at Fullmer's Dinner House where they enjoyed a delicious dinner. Entertainment was provided by Amy Howey when she showed beautiful colored slides of her fascinating trip to Hawaii.

NORTHWEST REGION

(Idaho, Montana, Oregon, Washington, Wyoming)



Mrs. Mildred Clark, Reporter

612 North 63rd Street, Seattle, Washington

OREGON

Tribal Topics, the chatty news magazine put out by the Oregon gals, has come out in a new dress. It is now a full fledged multilith job, thanks to the fine new Multigraph acquired by the Eugene School District. Besides the friendly news sections we found an excellent salary survey compiled by the OAES; a copy of their Constitution, with amendments to be voted upon March 24, 1956; a questionnaire on: "A College Program Designed for the Educational Secretary"; and the complete program for the State Convention. 'Twas a real treat to read this newspaper, done in such a truly professional manner and spirit.

The Oregon Association of Educational Secretaries held its annual meeting on March 24 in the OEA Building in Portland, Oregon. An enthusiastic group of Oregon secretaries participated in the meetings planned around the theme: "Stepping Stones for Professionalization." Dr. Clark Spurlock, Acting Director of the Portland Extension Center, led a discussion on courses available through the Portland extension center. A panel investigating standards for educational secretaries covered: "Training," led by Mrs. Grace Mackie, "Experience," directed by Mrs. Nellie Meredith, and "Association Activity," guided by Mrs. Winnie Bolinger. Dr. John Anderson, of the Department of Religion of Lewis and Clark College in Portland, gave the address at the luncheon meeting held at Berg's Chalet. Charlotte Parr, outgoing president, presided at the annual meeting and Gloria Jirel, newly elected president, presided at the Executive Board Meeting held at 3:00 p.m.

The newly elected officers of OAES are: Gloria Jirel, president; Elma Adams, vice president; Edith Dunn, recording secretary; Nellie Meredith, member-at-large, Portland area; Donna Gleeson, member-at-large, Southern Oregon area.

Tribal Topics contained two excellent "Profile of the Month" articles, one on Charlotte Parr and the other on Josephine Reginato. Charlotte has consented to run for National President, and Josephine is a candidate for treasurer of the National Association of Educational Secretaries. The Oregon secretaries are mighty proud of these two leaders and we predict some real campaigning from their loyal co-workers.

Lane County

Lane County School Association of Educational Secretaries met on March 27 for a spring meeting and fashion show. Mr. N. A. Baker, special representative of the OEA Insurance Division outlined the salary protection plan for secretaries.

Winnie Bolinger, secretary from Bethel School district, was chosen "Secretary of the Week" early in March. The Eugene Business College is choosing a "Secretary of the Week" each week for 13 weeks. The secretary chosen is considered outstanding in her field for Lane county. At the end of 13 weeks each secretary will be tested and the chosen SUPER SECRETARY will receive a typewriter. Winnie was interviewed on the radio by Dr. Brumbacker of the sponsoring business college, received a desk pen set inscribed "Secretary of the Week Award," and a corsage and dinner for two at a Eugene hotel.

Portland

Principals and administrators were guests of the Portland Association of Educational Secretaries at a *File It Right* meeting on the evening of February 6 in the Mt. Tabor school. The film on filing was followed by a panel discussion on mutual filing problems and procedures. A committee of administrators, principals and secretaries has been proposed to prepare a filing manual to make the systems more workable and efficient. Publicity on this meeting, including a very thor-

ough coverage by letter and telephone, produced fine results in so large an attendance.

Portland Association of Elementary Secretaries had their final business meeting on April 9 at Mt. Tabor school. Election of officers, participation of the secretaries in the NEA Convention in July at Portland, plans for the annual workshop in August, 1956, and plans for the annual spring luncheon and installation of officers in May were discussed at this meeting.

WASHINGTON

Washington-Evergreen Newsette, official publication of the new Washington Association of Educational Secretaries, made its bow in February. Biographical sketches of the various officers make one very proud of the personnel selected to chart the course of this new cousin in Nancy's family.

The first annual seminar of the Washington Association of Educational secretaries held on April 6, began with registration and open house at 7:30 p.m. at the Boeing Airplane Company cafeteria, and concluded April 7 with a dinner at 6:00 p.m. and a theater party.

The theme, "School Amanuenses and Professionalism" stimulated interest in attendance from all parts of the state. Dr. Donald L. Kruzner, deputy superintendent of schools for King county, queried, "How Complicated Can Things Get?" at the morning session; and Mr. Eugene Goddess of the Boeing Airplane Company presented an "Applied Imagination Workshop." As promised by the committee in charge, this was a "Whale of an Event." They had illustrated the advance publicity with a whale to prove it!!

Auburn

Auburn is 100 per cent! Auburn secretaries have formally organized and will be officially known as Auburn Association of Educational Secretaries. AAES is 100 per cent with membership in both the Washington State and National Association of Educational Secretaries. Mrs. Lucie Horn is chairman of the group.

Richland

Lois Null of Richland writes: "With the coming of spring comes also a quickening of interest in the Richland secretarial group. A committee composed of Sara Long, Minnie Allen and myself was elected to draft an evaluation form to be used for secretarial personnel rating. We very recently received a retroactive salary raise after the clerical and secretarial personnel committee revised the salary schedule. The beginning salary is now

\$225.00 and maximum is \$360.00." Nice going—Richland!

Seattle

The Bosses' night party held by the Seattle Association of Educational Secretaries on March 7 was under the sponsorship of the schools in the West Seattle High School area. A congenial group of secretaries and bosses met in the Lafayette Elementary School for a clever program, fun, and excellent refreshments. Music by the Barbershop Chorus of Seattle University and by the Lafayette Kitchen Band preceded a clever talk on, "The Field of Selling" by Mr. George U. Miller. Mrs. Teeny Abernathy, secretary of Lafayette School, brought down the house with her dance to the accompaniment of the band. Place mats in soft pastel colors had the same pussy willow design as did the programs. Paper napkins also in soft pastels contrasted the place mats. Miniature spring hats of paper adorned each place setting accenting the color combinations. Mr. Samuel E. Fleming, who is retiring as superintendent of Seattle schools, was presented with the guest book which was signed by each guest as she came in.

The April 17 SASS meeting was held in the Administrative and Service Building of the Seattle schools under the leadership of the Franklin High School area secretaries. Following a business meeting the secretaries were entertained by a monologue by Bob Almquist, a pupil of Franklin High School. The speaker for the evening was Mr. Carl Erickson, director of Seattle's Youth Service Center. Mr. Erickson is noted for his sympathetic and dynamic presentation of the problems of delinquent youth and the efforts being made to assist in their return to a normal place in the community.

Ruth Brattstrom, past president of SASS, has received a number of letters from Bombay, India telling of the disposition of the money sent through the purchase of a \$50 UNESCO Gift Certificate by the Seattle Association. This was the direct outcome of a lecture by Mrs. Victor Morris of Eugene, Oregon in November, 1954. SASS feels that the little they did was only a token, but the Sir Jagdish Chandra Bose Science Club of Bombay feels that such interest will help their project expand beyond "the four walls."

Spokane

The Spokane Association of Educational Secretaries met on Wednesday, April 11, at the Whitman school at 8:00 p.m. Miss Lillian Shannon gave a report on the Katterlee Survey. This was the first meeting since Christmas.

Tacoma

The Tacoma Association of Secretaries sent a delegation of their members to the workshop in Seattle on April 6 and 7. They are looking forward to a workshop of their own in the fall. They have been granted a half day on Institute Day to hold a workshop for secretaries of Tacoma schools.

Tacoma is also paying \$100 toward expenses for a representative to attend the National Convention and Institute in Los Angeles this summer. Mrs. Jessie Castleman, the representative last year to the Chicago convention and institute, did a tremendous job of reporting back to the Tacoma group. They feel her attendance was a real asset to them. She put her report in an attractive book form and since she completed it copies have been requested from principals, commercial teachers, and many others. Several commercial teachers are using her phase of the report on Office and Telephone Techniques, in their classrooms. This shows that Tacoma secretaries are taking their professionalization seriously.

DATES TO REMEMBER

NAES Luncheon Meeting During NEA Convention, Portland, Oregon, Monday, July 2, 1956 — Berg's Chalet, 12 Noon.

NEA CONVENTION

Portland, Oregon, July 1 through July 6, 1956

NAES ANNUAL CONVENTION

Los Angeles, California
July 20-22, 1956

INSTITUTES

Austin, Texas June 18-22, 1956
Co-sponsored with the University of Texas, the Texas Association of School Administrators, and the Texas Educational Secretaries Association

Fayetteville, Arkansas June 24-29, 1956
Co-sponsored with the University of Arkansas Extension Service, and the Arkansas Association of Educational Secretaries

Newark, Delaware July 9-13, 1956
Co-sponsored with the Department of Business and Economics, and the Department of Education of the University of Delaware, and the Delaware Educational Secretaries Association

Los Angeles, California July 23-27, 1956
Co-sponsored with the University of California Extension Division in cooperation with the Association of Education Office Employees of the Los Angeles City School Districts, and the California Association of Educational Office Employees

A happy vacation to you!

MAY every one of you, good friends, have a fine rest and a most pleasant time this summer. All of us here at Ginn and Company send you our best wishes—and our hearty thanks for your many courtesies.

We are looking forward to seeing you again this fall.

The sunshine of life to you all!

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COMMITTEE MEMBERS

1955-1956

10. Membership Committee

General Committee: State Representatives, added since January 1, 1956

Arizona: Phyllis Maake, 2206 North Edgemere, Phoenix

California: Eleanor Barlow, 2034 Fair Park Ave., Los Angeles 41

District of Columbia: Eloise Newman, 31 Seaton Pl., N.W., Wash. D.C.

Florida: Charlotte Cox, 833 N. E. 72 St., Miami

Idaho: Ardath Chatterton, Caldwell High School, Caldwell

Kansas: Georgia Lee Rockwell, Junior College, Independence

Minnesota: Clara M. Siem, Rochester Jr. College, Coffman Bldg., Rochester

Montana: Helen Wharton, Garfield School, Billings

Nebraska: Verle Morris, 3215 Touzalin Ave., Lincoln

Nevada: Alice Terry, Office of the President, Univ. of Nevada, Reno

New Hampshire: Grace Johnston, Berlin School Dept., Berlin

New Jersey: Shirley Harris, Washington High School, Washington

New Mexico: Anna Schiemenz, 2518 Third, N. W., Albuquerque

North Dakota: Agnes Gylland, West Fargo High School, West Fargo

Oklahoma: Aurice Huguley, Northwest State College, Alva

Rhode Island: F. Harriett Devor, 61 Farragut Ave., Providence 5

South Carolina: Lois H. Carter, P.O. Box 566, Ridgeland

Utah: Virginia Anderson, 440 East 1st South St., Salt Lake City 11

Vermont: Harriett Anderson, 46 Prospect St., Essex Junction

Virginia: Lucille Garrison, 313 South Boundary St., Williamsburg

West Virginia: Isabella Oldham Spillman, 515 West Burke St., Martinsburg

Wyoming: Georgia Proctor, Box 432, Green River

14. Publicity Committee: Mrs. Velma Norman, 1300 Capitol Avenue, Houston 2, Texas

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